City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission
Agenda
May 18, 2015
Council Chambers, 2nd floor of City Hall
City Hall, 749 Main Street
7:00 – 9:00 PM

I. Call to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes - April 27
V. Public Comments on Items Not on the Agenda
VI. Probable Cause Determination – 821 LaFarge Avenue
VII. **PUBLIC HEARING – 1309 Jefferson Avenue Demo**
VIII. Update-Preservation Master Plan
IX. Update – City Council Study Session
X. Discussion –Historic Structure Assessment Standards
XI. Discussion – Mission Statement
XII. Committee Reports –
XIII. Update on Demolition – 116 Aline, 536 Main, 641 Main
XIV. Update on Alteration Certificate Requests - None
XV. Updates from Staff – Upcoming Events
XVI. Items from Commission Members
XVII. Discussion Items for future meetings–
XVIII. Adjourn

City of Louisville
Department of Planning and Building Safety
749 Main Street Louisville CO 80027
303.335.4591 (phone) 303.335.4550 (fax) www.louisvilleco.gov

City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission
Meeting Minutes
April 27, 2015
Council Chambers, 2nd floor of City Hall
City Hall, 749 Main Street
7:00 – 9:00 PM

Call to Order

7:02

Roll Call

Stewart, Fasick, Watson, Koertje, Fahey, Haley, Echohawk (absent)

Staff members – Lauren Trice, Planner I

Approval of Agenda

Fahey, motion carried

Approval of Minutes - March 16

Stewart, Motion carried

Public Comments on Items Not on the Agenda

Watson made a call out for volunteers to get involved in the HPC process

Presentation– Museum Needs Assessment

This item has been requested to be presented in May.

Probable Cause Determination – 945 Front Street

Stewart stated he met with the applicants to discuss the benefits of the HPC process.

Trice presented staff's report. She stated this house was once owned by John Jacob Steinbaugh. She believes the house exhibits a high degree of integrity and believes the house qualifies with the criteria established for probable cause.

Shari Margelas, owner, presented their interest in landmarking.

Fahey asked abo the additions they are interested in placing.

Margelas stated they plan to maintain 95% of the original structure.

Fahey asked about the planter boxes in the front of the porch.

Margelas stated they would remove the planter boxes and probably put up hand rails.

Koertje made a motion to approve the probable cause based on meeting the criteria for probable cause.

Watson seconded the motion.

Stewart agreed.

Motion passed 6 – 0.

Probable Cause Determination – 613 Grant Avenue

Stewart stated he worked with the applicant over 15 years ago.

Trice presented staff's report. She stated the property was once owned by the Mudrock family and believes the structure has a strong form. She believes the property is eligible for probable cause.

Sue Norris, owner, presented. She stated they want to landmark the house to help protect Old Town.

Watson asked when the siding was placed on the structure.

Trice stated after 1948.

Norris stated the Mudrock family owned the property until we purchased it.

Stewart asked why Norris wanted to go with the assessment before landmarking.

Norris stated she wanted to get an assessment before they proceed, especially if the landmark process won't allow them to fix the porch.

Haley asked if they want to keep the porch enclosed or open it.

Norris stated they haven't decided yet.

Watson stated the porch might not have a foundation but the structural assessment will find that out. He added some of the original character might be able to be brought back. He is in support of the project.

Stewart stated he was in support as well.

Haley made a motion to approve the structural assessment.

Fahey seconded the motion.

Motion passed 5-1. Fasick voting no.

Probable Cause Determination – 833 Jefferson Avenue

Trice presented staff's report. She stated the house was associated to the Soupley and La Salle families. She believes the social history is solid and the overall form is maintained. She believes the criteria for probable cause has been met.

Karen and Keith Keller, owners, are interested in landmarking the house to keep it the way it is. They do want an addition placed on the rear of the house for more room but would want to maintain the street facing façade.

Stewart asked what type of siding is on the house.

Keller stated it is a plastic sort of siding.

Koertje made a motion to approve the probable cause based on the architectural integrity and the social significance.

Stewart seconded the motion.

The motion as approved 6 – 0.

Discussion/Endorsement-Preservation Master Plan- Goals/Objectives

Trice presented staff's report. She stated Mary Terese, preservation consultant, will present the goals and objectives.

Mary Terese presented the growth maps and presented the exercises which were performed at the open houses. She then presented the goals and objectives:

- Goal #1 – Promote public awareness of preservation and understanding of Louisville's cultural, social and architectural history.

Discussion ensued regarding goal #1.

- Goal #2 – Encourage preservation of significant archaeological, historical and architectural resources.

Discussion ensued regarding goal #2, specifically in terms of archaeological resources. The objectives were word smithed.

- Goal #3 – Pursue increasingly effective, efficient, and user-friendly voluntary based preservation practices.

Discussion ensued regarding goal #3.

- Goal #4 – Foster preservation partnerships.

Discussion ensued regarding goal #4. Questions were asked about how to coordinate efforts with Boulder County and other nearby communities. It was recommended to include "state, federal and global" in the coordination efforts.

- Goal #5 – Continue leadership in preservation incentives and enhance customer service

Discussion ensued regarding goal #5, especially regarding the preservation funds.

Stewart made a motion to endorse the goals and objectives as modified.

Fahey seconded the motion.

The motion passed 6 – 0.

Discussion – 2015/2016 Goals/Council Study Session

Trice presented the study session item and discussion ensued regarding the dates and times. Most specifically the agenda.

Stewart asked what was involved in the presentation.

Trice explained staff will lead the presentation but requested some board members be at the meeting.

Discussion – Preservation Month Activities

Trice presented and stated she has spoken with the Mayor and the dedication ceremony will be May 30th.

Stewart asked what is the next step.

Trice stated she has contacted the owners to schedule times.

Trice asked the board if they would be interested in inviting previous board members to the May meeting to show them the preservation master plan.

Stewart recommended having them come to a meeting after the plan is adopted.

Discussion – Loan Program RFP

Trice presented staff's report.

Koertje recommended some modifications to the proposed wording found in the packet.

Discussion ensued regarding the specifics of the program. It was determined the City Attorney should review and provide comment.

Committee Reports –

Fahey stated they did the historic structure of the month in the DBA newsletter, 1116 Jefferson. The next structure will be the State Mercantile

Trice presented information regarding the booth at Farmer's Market.

Haley stated she and Fahey made it so they can both run the booth but if others are interested to participate it would be great.

Update on Demolition

501 Jefferson

Trice presented the update for the garage demolition. The subcommittee released this permit.

1337 Grant

Trice presented the update for the garage demolition. The subcommittee released this permit.

Update on Alteration Certificate Requests – 717 Main Street

Trice presented the update for the replacement of about 30 shingles. The subcommittee released this permit.

Updates from Staff – none heard

Items from Commission Members - none heard

Discussion Items for future meetings—Historic Structure Assessment Standards, HPC Mission Statement

Trice stated she didn't want to overwhelm everyone tonight in regards to these items for tonight and therefore recommended to have them discussed in May.

Adjourn

Haley made a motion to adjourn. Koertje seconded. The meeting was adjourned at 9:09 p.m.

LOUISVILLE HISTORIC PRESERVATION COMMISSION

STAFF REPORT

April 27, 2015

ITEM:	Landmark eligibility probable cause determination for 821 LaFarge Avenue
APPLICANT:	Jodie Gilbert 821 LaFarge Avenue Louisville, CO 80027
OWNER:	Same
PROJECT INFORMATION:	
ADDRESS:	821 LaFarge Avenue
LEGAL DESCRIPTION:	Lot 6 Block 5 Jefferson Place
DATE OF CONSTRUCTION:	ca. 1885
REQUEST:	A request to find probable cause for a landmark designation to allow for funding for a historic structure assessment for 821 LaFarge Avenue.

Under Resolution No. 2, Series 2014, a property may be eligible for reimbursement for a historic structure assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds "probable cause to believe the building may be eligible for landmarking under the criteria in section 15.36.050 of the Louisville Municipal Code." Further, "a finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing."

821 LaFarge Current Photo (East elevation)

821 LaFarge Current Photo (Northeast corner)

821 LaFarge Current Photo (Southeast corner)

821 LaFarge-Garage Current Photo (West elevation)

HISTORICAL BACKGROUND:
Information from Jefferson Place Survey

After a succession of early owners, 821 La Farge became the home of the Beretta family for twenty-four years and the Milano family for forty-eight years. Both were Italian families. It also has a connection to the Coet family, as do 809 La Farge (5BL7986) and 817 La Farge (5BL7989).

Luigi (Louis) Beretta (also given as Baretta) purchased 821 La Farge in 1908 and he lived in this home with his wife, Enrichetta, and their children, Libera and Alve. The Beretta family is listed in Louisville directories as living at “324” La Farge in 1916 and at “318” La Farge in 1918, 1921, 1923, and 1926 (these being addresses under Louisville’s old address system). They are also shown in the correct location in the census records for 1920 and 1930, although the family could not be found in the 1910 census for Louisville.

In 1950, Angela Milano purchased 821 La Farge and it became a home for the Milano family for forty-eight years, until 1998 when it passed out of the family. During the Depression years, Angela and her children depended on assistance from the County and on the charity of friends and relatives in Louisville, as Joe Milano was not able to support them. According to a Milano family history, the Forte Store at 804 Walnut (5BL11308) in Jefferson Place organized a dance for the Milano family that raised two hundred dollars for the family.

821 LaFarge Avenue (1948 Assessor's Photo)

ARCHITECTURAL INTEGRITY:
from 2000 Survey and Jefferson Place Survey

The house, constructed circa 1885, is situated on a narrow lot, with small unfenced planted grass front yard to the east, and a large backyard to the west. The house is wood-frame residence, supported by a low concrete foundation, with white asbestos shingle siding exterior walls. The house is covered by a moderately-pitched side gable roof, with asphalt shingles and boxed eaves. An early saltbox addition extends the building to the west. Windows are 1/1 and 2/2 double-hung sash, with painted white wood frames and surrounds. The windows also have aluminum storm/screen sash. A porch extends the full length of the façade. Painted white turned columns, with scrolled brackets, support the porch roof

A wood frame garage is located on the alley to the west of the house. The garage is clad in horizontal masonite siding and a low pitched gable roof. The garage was built in 1966 by John Coet, Jefferson Place resident.

The structure has maintained a high level of integrity. Between 1948 and the 1960s, the original wood siding was replaced with asbestos shingle siding. The chimney was removed after the 1970s photo of the house. Board and batten shutters have been added to the north side since 2013.

HISTORICAL SIGNIFICANCE AND CRITERIA FOR FINDING PROBABLE CAUSE FOR LISTING AS LOCAL LANDMARK:

To receive grant funding, the HPC must find probable cause that the property meets the landmark criteria. Landmarks must be at least 50 years old and meet one or more of the criteria for architectural, social or geographic/environmental significance as described in Louisville Municipal Code (LMC) Section 15.36.050(A). The City Council may exempt a landmark from the age standard if it is found to be exceptionally important in other significance criteria:

1. *Historic landmarks shall meet one or more of the following criteria:*
    a. *Architectural.*
        (1) *Exemplifies specific elements of an architectural style or period.*
        (2) *Example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally.*
        (3) *Demonstrates superior craftsmanship or high artistic value.*
        (4) *Represents an innovation in construction, materials or design.*
        (5) *Style particularly associated with the Louisville area.*
        (6) *Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.*
        (7) *Pattern or grouping of elements representing at least one of the above criteria.*
        (8) *Significant historic remodel.*
    b. *Social.*
        (1) *Site of historic event that had an effect upon society.*
        (2) *Exemplifies cultural, political, economic or social heritage of the community.*
        (3) *Association with a notable person or the work of a notable person.*
    c. *Geographic/environmental.*
        (1) *Enhances sense of identity of the community.*
        (2) *An established and familiar natural setting or visual feature that is culturally significant to the history of Louisville.*

2. *Prehistoric and historic archaeological sites shall meet one or more of the following:*
    a. *Architectural.*
        (1) *Exhibits distinctive characteristics of a type, period or manner of construction.*
        (2) *A unique example of structure.*
    b. *Social.*
        (1) *Potential to make an important contribution to the knowledge of the area's history or prehistory.*
        (2) *Association with an important event in the area's history.*
        (3) *Association with a notable person(s) or the work of a notable person(s).*
        (4) *A typical example/association with a particular ethnic group.*
        (5) *A unique example of an event in Louisville's history.*
    c. *Geographic/environmental.*
        (1) *Geographically or regionally important.*

3. All properties will be evaluated for physical integrity and shall meet one or more of the following criteria:

a. Shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation.
b. Retains original design features, materials and/or character.
c. Remains in its original location, has the same historic context after having been moved, or was moved more than 50 years ago.
d. Has been accurately reconstructed or restored based on historic documentation.

Staff has found probable cause to believe this application complies with the above criterion by the following:

Architectural Significance - *Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.*
The property is significant because it is an intact example of a small, side-gabled frame dwelling. The structure is also a vernacular interpretation of the Folk Victorian style.

Social Significance - *Exemplifies cultural, political, economic or social heritage of the community.*
The property is locally significant as one of the early homes in Jefferson Place and its association with several of Louisville's immigrant Italian coal mining families.

RECOMMENDATION:
The structure at 821 LaFarge has had minor changes since its construction circa 1885. The structure has a strong social significance due to its association with the Jefferson Place subdivision and Italian coal mining families.

Staff recommends finding there is probable cause to believe the building may be eligible for landmarking under the criteria in section 15.36.050 of the LMC, making the property eligible for up to $900 for the cost of a historic structure assessment. HPC may, by motion, approve or deny the finding of probable cause.

SUPPORTING DOCUMENTATION AND INFORMATION:
Attached for your review are the following documents:

- 821 LaFarge Avenue – Jefferson Place Survey Form
- 821 LaFarge Avenue – 2000 Survey Form

Resource Number: 5BL 7990
Temporary Resource Number: 157508414008

COLORADO CULTURAL RESOURCE SURVEY OAHP1405

Cultural Resource Re-evaluation Form

Rev. 9/98

1. Resource Number: 5BL 7990 2. Temp. Resource Number: 157508414008

2A. Address: 821 La Farge Avenue, Louisville, CO 80027
Previous addresses prior to 1939: 318, 324, 336 La Farge and 823 La Farge. Louisville addresses were changed in 1939. LaFarge is sometimes spelled La Farge.

3. Attachments
(check as many as apply)
__X__ Photographs
__X__ Site sketch map
__X__ U.S.G.S. map photocopy
___ Other _____
___ Other _____

4. Official determination
(OAHP USE ONLY)
___ Determined Eligible
___ Determined Not Eligible
___ Need Data
___ Nominated
___ Listed
___ Contributing to N.R. District
___ Not Contributing to N.R. Dist

5. Resource Name:

Historic Name: Beretta House, Milano House.

Current Name: Hoke House.

6. Purpose of this current site visit

(check as many as apply)

____ Site is within a current project area
__X__ Resurvey
__X__ Update of previous site form(s)
____ Surface collection
____ Testing to determine eligibility
____ Excavation
____ Other

Describe This property is within the Jefferson Place Subdivision in Louisville, which is being evaluated for historic district potential in 2010 – 2012. This resurvey is part of the historic district evaluation process.

7. Previous Recordings: Architectural Inventory Form 2000, as part of "Old Town" Louisville Historical Building Survey by Carl McWilliams of Cultural Resource Historians.

8. Changes or Additions to Previous Descriptions:
Changes to architectural description: The roofing consists of brown asphalt shingles. Windows have aluminum storm/screen sash. The porch columns have green and gold-painted trim. The porch roof consists of corrugated metal. The garage roof has solar collectors on the south-facing slope. The garage overhead door is painted with decorative artwork.

Construction History: Solar panels were added to the garage in 2009 by owner/builder Anderson Hoke. The garage was built in 1966 by local carpenter and Jefferson Place resident John Coet. In 1974, improvements were made under the auspices of the Louisville Urban Renewal Authority (LURA). These included the construction of a concrete apron along the north and west sides, repairs to doors and windows, installation of a new concrete foundation and floor framing.

Landscape or special setting description: Jefferson Place Subdivision is a historic residential neighborhood adjacent to downtown Louisville. The subdivision is laid out on a standard urban grid of narrow, deep lots with rear alleys. Houses are built to a fairly consistent setback line along the streets with small front lawns, deep

rear yards and mature landscaping. Small, carefully maintained single-family residences predominate. Most of the houses are wood framed, one or one and one-half stories in height, featuring white or light-colored horizontal wood or steel siding, gabled or hipped asphalt shingled roofs and front porches. While many of the houses have been modified over the years, most of the historic character-defining features have been preserved.

821 La Farge is consistent with these patterns and blends well with the scale and character of the neighborhood. The front yard is shallow and grassy. The rear yard is deep and narrow, enclosed with chicken wire and chain link fencing. There is a large blue spruce tree in the back yard.

9. Changes in Condition: None.
10. Changes to Location or Size Information: None.
11. Changes in Ownership: Same ownership as 2000 inventory form.
12. Other Changes, Additions, or Observations:

Further research has yielded new information about the history of 821 La Farge.

After a succession of early owners, 821 La Farge became the home of the Beretta family for twenty-four years and the Milano family for forty-eight years. Both were Italian families. It also has a connection to the Coet family, as do 809 La Farge (5BL7986) and 817 La Farge (5BL7989).

Jefferson Place developer Charles Welch sold this property (Lot 6 of Block 5) to Phillis Eggleston in 1881. The owners between 1881 and 1908, in order, were: John Taylor, John Helkowski (Hickowski), John Zurick (Zurik), Joseph Stelmach, John Clements, Rudolph Balzarini, Thomas LaCioppo (LaCioppa), Joseph Letze (Litzi), Baptiste Concina, John Dionigi, and Pietro Antonio Fabrizio. Several of these owners were from families associated with other homes in Jefferson Place.

As noted in the 2000 historical survey for this house, Boulder County lists 1905 as the year of construction for this house, but the 1893, 1900, and 1908 Sanborn maps all depict a house in the correct location that was unchanged over the years. Based on this evidence, it was concluded in that report that the date of construction was circa 1885. The house is also shown on the 1909 Drumm's Wall Map of Louisville.

The homes on the west side of the 800 block of La Farge were characterized by shifting addresses over the years. However, reliable information about this house was located using a combination of property ownership records and Louisville directories, which did correlate to one another, although the addresses changed over the years.

Luigi (Louis) Beretta (also given as Baretta) purchased 821 La Farge in 1908 and he lived in this home with his wife, Enrichetta, and their children, Libera and Alve. The Beretta family is listed in Louisville directories as living at "324" La Farge in 1916 and at "318" La Farge in 1918, 1921, 1923, and 1926 (these being addresses under Louisville's old address system). They are also shown in the correct location in the census records for 1920 and 1930, although the family could not be found in the 1910 census for Louisville.

Luigi Beretta was born in Italy in about 1878 and came to the US in 1907. Enrichetta Beretta was born in Italy in about 1877 and came to the US in 1908 with their daughter, Libera, who was also born in Italy. The 1908 passenger list specifically notes that the destination of mother and daughter was Louisville, Colorado, where they would be joining Luigi. Alve was born in 1910 in Louisville. Luigi Beretta sold the property in 1932, or at least that is the year in which the deed was recorded with the County.

Between 1932 and 1950, the owners consisted of Rudy Berardi, J.C. Venette, Lester and Lillian Hefton, Albert and Julienne Wilbaut, and Mary Vanderstraton. In 1935, the Berardi family was living at "336" La Farge, and by the time the Heftons were living here in 1943, the address was 821, as it is today. When the Wilbauts lived here in 1946, the address was given as 823 La Farge.

In 1950, Angela Milano purchased 821 La Farge and it became a home for the Milano family for forty-eight years, until 1998 when it passed out of the family.

Angela Apollonia Milano was born in 1890 in Cerretto, Province of Campobasso, Italy. Her mother died when she was just two years old and she had to work in domestic service at a young age. At the age of 18, she married Giuseppe (Joseph, Joe) Milano in an arranged marriage. After serving in the Italian Army, he left for the United States in 1909, leaving Angela with their baby, Giovananina Lucia (Jenny). Angela and Jenny followed in 1913 and joined Joe in Firestone, Colorado. Joe worked as a coal miner and they took in boarders. Angela and Joe Milano had four more children: Anthony, Stella, William, and Mary. The family moved to Louisville in 1920. Joe became ill and was hospitalized for over twenty-five years before passing away in 1956.

During the Depression years, Angela and her children depended on assistance from the County and on the charity of friends and relatives in Louisville, as Joe Milano was not able to support them. According to a Milano family history, the Forte Store at 804 Walnut (5BL11308) in Jefferson Place organized a dance for the Milano family that raised two hundred dollars for the family.

When Angela Milano purchased 821 La Farge in 1950, she was about 60 years old and this became her home. Living with her at 821 La Farge was her daughter, Jenny, who had never married. Jenny worked as a telephone operator for Mountain State Telephone Company and also worked at Louisville Liquor located nearby on Main Street at 819 Main. She was very involved with the St. Louis Church. She became the owner of 821 La Farge in 1978 as the result of her siblings conveying it to her by quit claim deed. One of her siblings was Stella Milano Coet, who had married John Coet.

Angela Milano died in 1989 at the age of 98. Her daughter, Jenny continued to live at 821 La Farge, then sold it in 1998. She died in 2007.

Sources of Information

Boulder County "Real Estate Appraisal Card – Urban Master," on file at the Carnegie Branch Library for Local History in Boulder, Colorado.

Boulder County Clerk & Recorder's Office and Assessor's Office public records, accessed through http://recorder.bouldercounty.org.

Directories of Louisville residents and businesses on file at the Louisville Historical Museum.

Census records and other records accessed through www.ancestry.com .

Drumm's Wall Map of Louisville, Colorado, 1909

Sanborn Insurance Maps for Louisville, Colorado, 1893, 1900, and 1908

Archival materials on file at the Louisville Historical Museum, including typed Milano family history entitled "Angela Apollonia Milano," compiled by Nadine Caranci and Ron Buffo.

13. National Register Eligibility Assessment:

Eligible ____ Not eligible __X__ Need data____ ____

Explain: While the property has sufficient integrity and significance to be a contributing resource to a potential historic district, it lacks sufficient integrity to be individually eligible to the National Register. The house has integrity of location, setting, design, workmanship, feeling and association. It lacks integrity of materials due to the replacement asbestos siding.

13A. Colorado State Register: Eligible _____ Not Eligible___X____

13B. Louisville Local Landmark: Eligible __X__ Not Eligible_____
The property is significant as one of the early homes in Jefferson Place, Louisville's first residential subdivision. It is significant for its association with several of Louisville's immigrant Italian coal mining families, including the Beretta and Milano families. This property is also significant as a relatively intact example of a small, side-gabled frame dwelling.

13C. Historic District Potential: Jefferson Place is eligible as a State Register and local historic district. There is potential for a National Register historic district. The main house is a contributing structure. The garage is non-contributing.

Discuss: This building is being recorded as part of a 2010-2011 intensive-level historical and architectural survey of Jefferson Place, Louisville's first residential subdivision, platted in 1880. The purpose of the survey is to determine if there is potential for National Register, State Register or local historic districts. Jefferson Place is eligible as a State Register historic district under Criterion A, Ethnic Heritage, European, for its association with European immigrants who first lived here and whose descendants continued to live here for over fifty years. The period of significance for the State Register historic district is 1881 – 1980. Jefferson Place is potentially eligible as a National Register historic district under Criterion A, Ethnic Heritage, European. However it needs data to determine dates of some modifications, and to more definitely establish the significant impacts of various European ethnic groups on the local culture of Louisville. The period of significance of a National Register district is 1881 – 1963. Jefferson Place is eligible as a local Louisville historic district under local Criterion B, Social, as it exemplifies the cultural and social heritage of the community.

European immigrant families flocked to Colorado coal mining communities, including Louisville, in the late nineteenth and early twentieth centuries in search of economic opportunities they could not find in their own countries. Louisville's Welch Coal Mine, along with other mines in the area, recruited skilled workers from western Europe. In the early years before 1900, most of the miners who lived in Jefferson Place came from English-speaking countries.

Immigrants from England brought a strong tradition and expertise in coal mining. The English are widely credited with developing the techniques of coal mining that were used locally, and they taught these techniques to other miners. The British mining culture was instilled in the early Colorado coal mines. English immigrants also brought expertise in other necessary skills such as blacksmithing and chain forging.

Later Jefferson Place residents arrived from Italy, France, Austria, Germany, Hungary, Slovakia, and Slovenia, among other places. The Italians eventually became the largest single ethnic group in Jefferson Place and in Louisville as a whole. About one-third of the houses in Jefferson Place were owned and occupied by Italian immigrants. Italian immigrants left their mark on Louisville in the food and beverage industries. To the present day, downtown Louisville is known throughout the Front Range for its tradition of Italian restaurants. The impacts of the heritage and customs of the other European ethnic groups could be significant, but are not well documented and need further investigation.

14. Management Recommendations: The property is worthy of nomination as a Louisville Local Landmark.

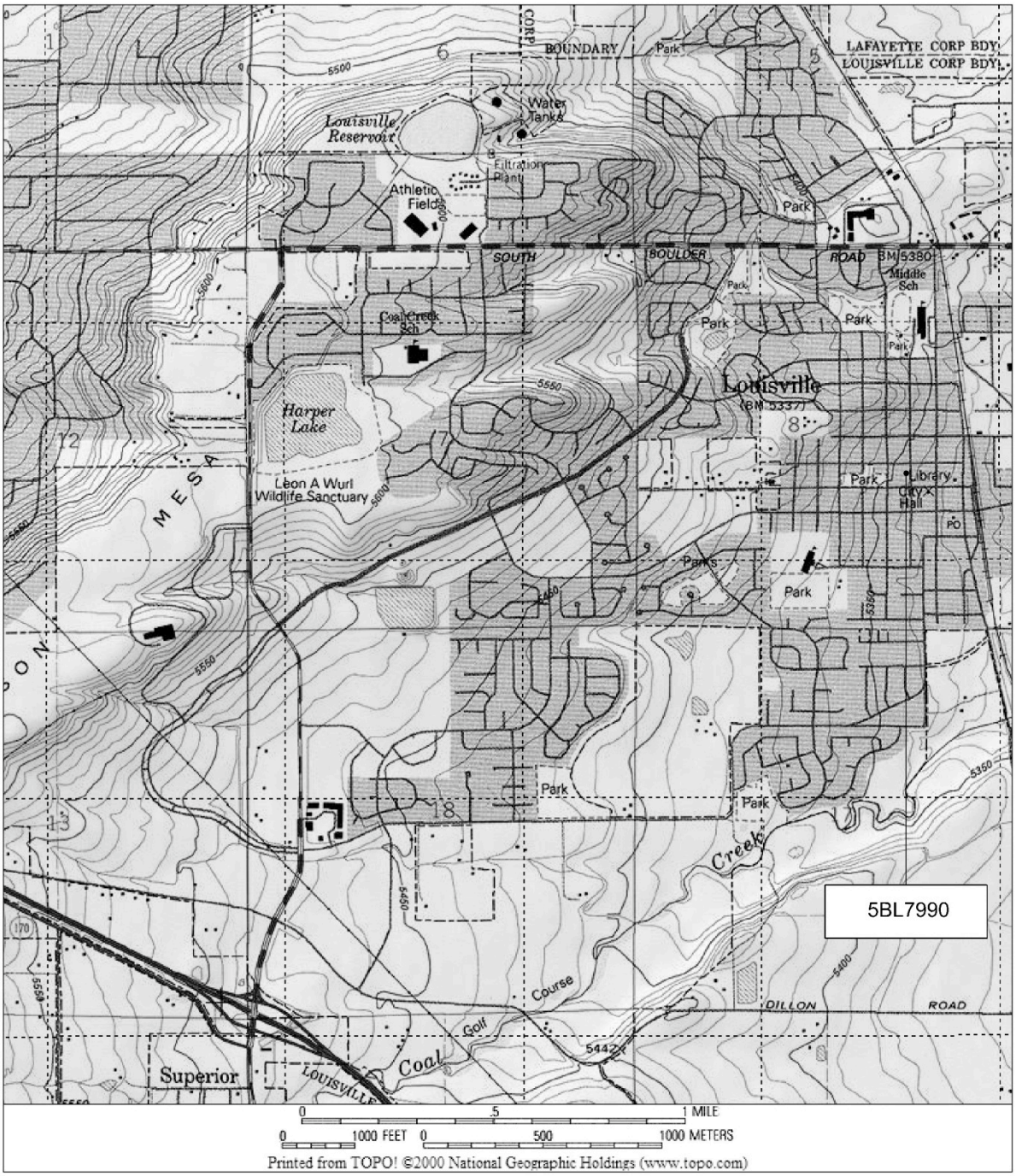
15. Photograph Types and Numbers: 5BL7990_821LaFarge_01 through 5BL7990_821LaFarge_05.

16. Artifact and Field Documentation Storage Location: Electronic files of forms with embedded photos and maps at Colorado Historical Society. Electronic files of forms, and electronic files of photographs at City of Louisville, Colorado, Planning Department.

17. Report Title: Historical and Architectural Survey of Jefferson Place Subdivision, Louisville, Colorado

18. Recorder(s): Kathy and Leonard Lingo, and Bridget Bacon, City of Louisville 19. Date(s): 2013

20. Recorder Affiliation: Avenue L Architects, 3457 Ringsby Court Suite 317, Denver CO 80216 (303) 290-9930

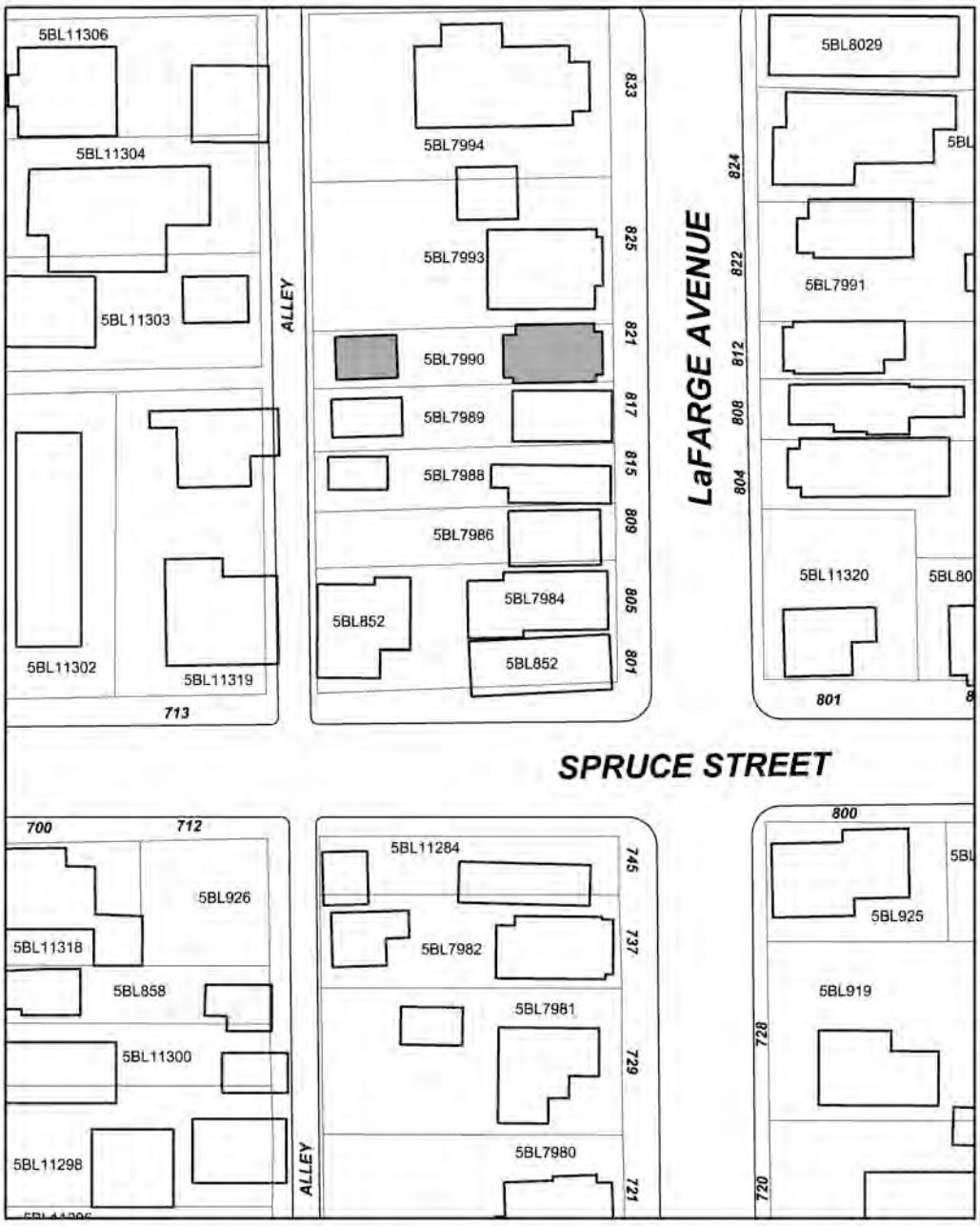


821 LaFarge Avenue, Louisville, Colorado

SOURCE: Extract of Louisville, Colorado
USGS map, 1994.

Resource Number: 5BL7990

Architectural Inventory Form
Site Location Map



821 Lafarge Avenue, Louisville, Colorado

SOURCE: City of Louisville, Colorado
GIS Files.

N

50 0 50 100 Feet

5BL7990_821LaFarge_01 east

5BL7990_821LaFarge_02 south

5BL7990_821LaFarge_03 north

5BL7990_821LaFarge_04 west

5BL7990_821LaFarge_05 garage southwest

821 La Farge ca 1960's-1970's. Louisville Historical Museum, 2008.008.058.

821 La Farge ca 1960's. Louisville Historical Museum, 2008.008.059.

821 La Farge. Boulder county Real Estate Appraisal card, 1948.

Louisville Liquor, 819 Main ca 1950's. Jenny Milano on right. Louisville Historical Museum.

OAHP1403
Rev. 9/98

COLORADO CULTURAL RESOURCE SURVEY

Architectural Inventory Form

Official Eligibility Determination
(OAHP use only)
Date_____ Initials_____
___Determined Eligible - National Register
___Determined Not Eligible - National Register
___Determined Eligible - State Register
___Determined Not Eligible - State Register
___Needs Data
___Contributes to eligible National Register District
___Noncontributing to eligible National Register District

I. IDENTIFICATION

1. Resource number: **5BL7990**
2. Temporary number: **N/A**
3. County: **Boulder**
4. City: **Louisville**
5. Historic building name: **Milano House; Wilbant House**
6. Current building name: **Reese House**
7. Building address: **821 LaFarge Avenue**
8. Owner name: **Katherine J. Reese**
   Owner address: **821 LaFarge Avenue**
   Louisville, CO 80027

II. GEOGRAPHIC INFORMATION

9. P.M. **6th** Township **1S** Range **69W**
   SE¼ of NE¼ of NW¼ of SE¼ of section 8

10. UTM reference
    Zone **13**
    Easting: **488640**
    Northing: **4425160**
11. USGS quad name: **Louisville, Colorado**
    Year: **1965 (Revised 1994) 7.5'**
12. Lot(s): **6** Block: **5**
    Addition: **Jefferson Place** Year of Addition **1880**
13. Boundary Description and Justification: **This legally defined parcel encompasses but does not exceed the land historically associated with this property.**

III. ARCHITECTURAL DESCRIPTION

14. Building plan (footprint, shape):
    Rectangular Plan
15. Dimensions in feet: **660 square feet**
16. Number of stories: **one**
17. Primary external wall material
    Asbestos
18. Roof configuration (enter one):
    Gabled Roof / Side Gabled Roof
19. Primary external roof material (enter one):
    Asphalt Roof
20. Special features (enter all that apply):
    Porch
    Chimney
    Fence

22. Architectural style / building type:

Other Style
(Wood Frame Side Gabled Dwelling)

21. General Architectural Description

This house is situated on a narrow lot, with a small unfenced planted grass front yard to the east, and a larger backyard, enclosed by a woven wire fence, to the west. The house is a wood-frame residence, supported by a low concrete foundation, with white asbestos shingle siding exterior walls. The house is covered by a moderately-pitched side gable roof, with asphalt shingles and boxed eaves. An early saltbox addition extends the building to the west. Windows are entirely 1/1 and 2/2 double-hung sash, with painted white wood frames and surrounds. The building's symmetrical facade is located on the east elevation, where two 1/1 double-hung sash windows flank a painted blue solid wood front door, with a wrought iron security door. The door opens onto a concrete porch which extends nearly the full length of the facade. Painted white turned columns, with scrolled brackets, support the porch roof. A painted white wood-paneled door, with a black wrought iron security door, opens onto a small concrete porch on the west elevation. The porch is covered by a shed roof with painted white 4" by 4" wood post supports.

A wood-frame **Garage** is located on the alley to the west of the house. This building has a concrete slab foundation and floor, painted white horizontal masonite siding, and a low-pitched gable roof, with brown asphalt shingles and boxed eaves. One single-light fixed-pane window is located on the east elevation. A painted white wood-paneled roll-away garage door opens onto the alley on the west elevation. A single, painted white wood-paneled door, opens onto a 2-step concrete stoop, at the east end of the south elevation.

29.Construction History (include description and dates of major additions, alterations, or demolitions:

Boulder County Assessor records list 1905 as this house's date of construction, although, Sanborn insurance maps document that this lot was developed prior to 1893. The 1893, 1900, and 1908 Sanborn maps all depict a rectangular-shaped dwelling which was unchanged during those years. An addition with a saltbox roof, to the west (rear) elevation, predates circa 1950. The garage appears to date to the 1980s.

23. Landscape or setting special features:
This property is located on the west side of LaFarge Avenue, west of downtown, in Louisville's oldest residential neighborhood.

24. Associated buildings, features, or objects
Garage

IV. ARCHITECTURAL HISTORY

25. Date of Construction:
Estimate **ca. 1885 (original)**
Actual **1905 (possibly remodeled)**

Source of information:
Sanborn maps; Boulder County Assessor records

26. Architect:
n/a

Source of information:
n/a

27. Builder/ Contractor:
unknown

Source of information:
n/a

28. Original owner:
unknown

Source of information:
n/a

30. Original location: **yes**
Moved **no**
Date of move(s) **n/a**

V. HISTORICAL ASSOCIATIONS

31. Original use(s): **Single Dwelling**

32. Intermediate use(s): **Single Dwelling**

33. Current use(s): **Single Dwelling**

34. Site type(s): **Residence**

35. Historical Background

The Jefferson Place Addition (LaFarge and Jefferson Avenues between Elm and South Streets) was platted in 1880, and residential development in this area began not long afterward. The original portion of this house was probably constructed in the mid-1880s. Little is known about the house's early residents.

During the late 1940s (and perhaps for some years earlier) this was the residence of Albert and Julienne Wilbant. Albert was a coal miner, employed in the late 1940s at the Cuvion Mine. From the mid-to-late 1950s, into the 1990s, this was the residence of Angelina (Angela) Milano and Jennie Milano. Angelina was the widow of Joe Milano, who passed away sometime before 1959. Jennie was apparently their daughter. In the 1930s and 1940s, the Milano family lived elsewhere in Louisville. In 1936, family members included: Angelina; Anthony, an auto mechanic; Maria, a student; Stella, a waitress at the Blue Parrot Cafe; William, an attendant at Lawrence J. Mossoni's gas station on Main Street, and Jennie, who at that time was employed as a maid. In 1940, Jennie is listed in the Boulder County Directory as the housekeeper for the Reverend Benedict Ingenito, at the St. Louis Catholic Church. Eleven years later, she was employed as an operator for the Mountain States Telephone and Telegraph Company. Listed as the owner in the early 1990s, Jennie was apparently the last member of the Milano family associated with this property. In the mid-to-late 1990s, the property was owned by the Hunt family. The property's current owner and resident, Katherine Reese, has lived here since December 1999.

36. Sources of Information

(Boulder County) "Real Estate Appraisal Card - Urban Master", on file at the Boulder Carnegie Library.

Conarroe, Carolyn. *The Louisville Story*, Louisville: Louisville Times Inc., 1978.

Polk's Boulder County Directory [generally published annually], Denver, Kansas City, and Salt Lake City: R.L. Polk and Company Publishers.

Polk's Longmont City Directory, [generally published annually], Denver, Kansas City, and Salt Lake City: R.L. Polk and Company, Publishers, 1966 - 1997.

Sanborn Fire Insurance Maps, dated August 1893, November 1900, and August 1908.

Smith, Phyliss. *Once A Coal Miner: The Story of Colorado's Northern Coal Field*, Boulder: Pruett Publishing Company, 1989.

VI. SIGNIFICANCE

37. Local landmark designation:
Yes
No xx
Date of Designation: n/a

38. Applicable National Register Criteria

xx A. Associated with events that have made a significant contribution to the broad patterns of our history;

B. Associated with the lives of persons significant in our past;

xx C. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or that possess high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction;

D. Has yielded, or may be likely to yield information important in history or prehistory;

Qualifies under Criteria Considerations A through G (see Manual).

Does not meet any of the above National Register criteria.

39. Area(s) of Significance:

Architecture; Community Planning and Development; Ethnic Heritage / European

40. Period of Significance: **ca. 1885 - 1950**

41. Level of Significance:
National:
State:
Local: xx

42. Statement of Significance

This house is historically significant, relative to National Register Criterion A, for its association with early residential development in Louisville. It is also architecturally significant under National Register Criterion C, as a good example of a front gabled wood frame dwelling, dating from before the turn of the twentieth century. Because much of its early history has not been thoroughly documented, and because there has been some loss of integrity, the house is probably not individually eligible for inclusion in the National Register of Historic Places. The house could be eligible, however, as a contributing property within a potential National Register historic district, comprised of properties within the Jefferson Place Addition.

43. Assessment of historic physical integrity related to significance:

This house's historical integrity has been minimally compromised by an addition to the west (rear) elevation, and by the application of asbestos shingle siding. The addition is more than fifty years, old, however, and has achieved a level of historic significance in its own right. The modern garage, built near the rear of the lot, detracts somewhat from the integrity of setting.

VII. NATIONAL REGISTER ELIGIBILITY ASSESSMENT

44. National Register eligibility field assessment:
Eligible: xx
Not Eligible:
Need Data:

45. Is there National Register district potential?
Yes: xx
No:
Discuss: **Platted in 1880 as the Jefferson Place Addition, the neighborhood, along Lafarge and Jefferson Avenues, is Louisville's oldest residential neighborhood. Historic houses in this area, which have retained a sufficient degree of historical integrity, could comprise a National Register historic district.**

If there is National Register district potential, is this building:
Contributing: xx
Noncontributing:

46. If the building is in an existing National Register district, is it:
Contributing: n/a
Noncontributing: n/a

VIII. RECORDING INFORMATION

47. Photograph numbers:
Roll: **CM-3, CM-4**
Frame(s): **33-37, 1**
Negatives filed at: **City of Louisville, Administration**
749 Main Street
Louisville, Colorado 80027

48. Report title: **"Old Town" Louisville Historical Building Survey**

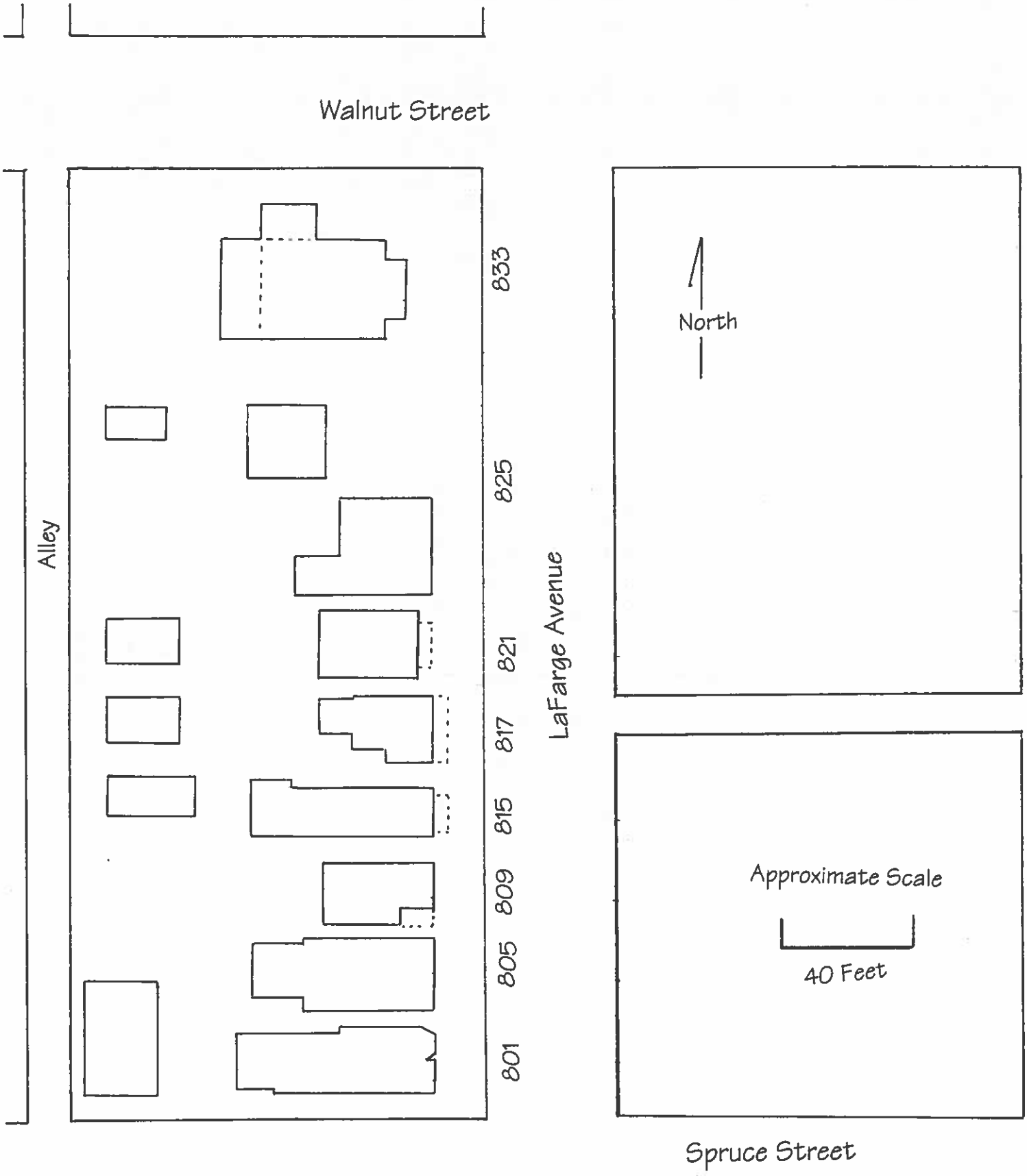
49. Date: **March 27, 2000**

50. Recorder(s): **Carl McWilliams**

51. Organization: **Cultural Resource Historians**

52. Address: **1607 Dogwood Court**
Fort Collins, Colorado 80525

53. Phone number: **970/493-5270**



SKETCH MAP

821 LaFarge Avenue, Louisville, Colorado

. . . LOCATION MAP . . .

821 LaFarge Avenue, Louisville, Colorado

LOUISVILLE HISTORIC PRESERVATION COMMISSION

STAFF REPORT

May 18, 2015

ITEM: Case #2015-003-DEMO

APPLICANT: Jeremy Howard
2 Catamount Lane
Littleton, CO 80127

OWNER: same

PROJECT INFORMATION:

ADDRESS: 1309 Jefferson Avenue
LEGAL DESCRIPTION: Lot 8, Block 7, Fischer Addition
DATE OF CONSTRUCTION: circa 1954

REQUEST: A request to demolish the house at 1309 Jefferson Avenue.

HISTORICAL BACKGROUND:
Information is from Historian Bridget Bacon and is attached to this document.

This house was owned by the Albert and Eileen Schmidt family for over 60 years.

Albert Schmidt, who went by the nickname of "Smitty," was born in Kansas and served in the US Army Air Corps during World War II, flying bombing missions as tail gunner in Europe and the Balkans. His obituary also stated that he was employed by Rocky Flats Arsenal as an X-ray technician from 1953 until his retirement in 1989.

Eileen Harris Schmidt was descended from old Louisville and Boulder County families. Eileen put in many hours and efforts at the Louisville Historical Museum as am 18-year volunteer member of the Louisville Historical Commission before her death in 1998.

"[Chuck Schmidt] grew up with siblings, cousins, and neighbors, spending summer days playing in the mini-ditch, and summer nights playing kick-the-can."

REQUEST:
The applicant, Jeremy Howard, is requesting to demolish the house.

1309 Lincoln - 1955 Assessors' Photo

1309 Jefferson Southeast Corner - Current Photo

1001 Lincoln Northeast Corner – Current Photo

1309 Jefferson Detail – Current Photo

1309 Jefferson West Elevation – Current Photo

A subcommittee was formed and conducted a site visit on April 10, 2015. The subcommittee recommended that this request be heard by the Commission because they found probable cause to believe that the property may be eligible for designation as a landmark.

ARCHITECTURAL INTEGRITY:
The existing principal structure is a one-story, single-family house built circa 1954. The ranch-style structure has maintained a high level of architectural integrity and it is situated between two structures with similar form and style. The structure has many elements that are typical of the mid-century ranch house including:

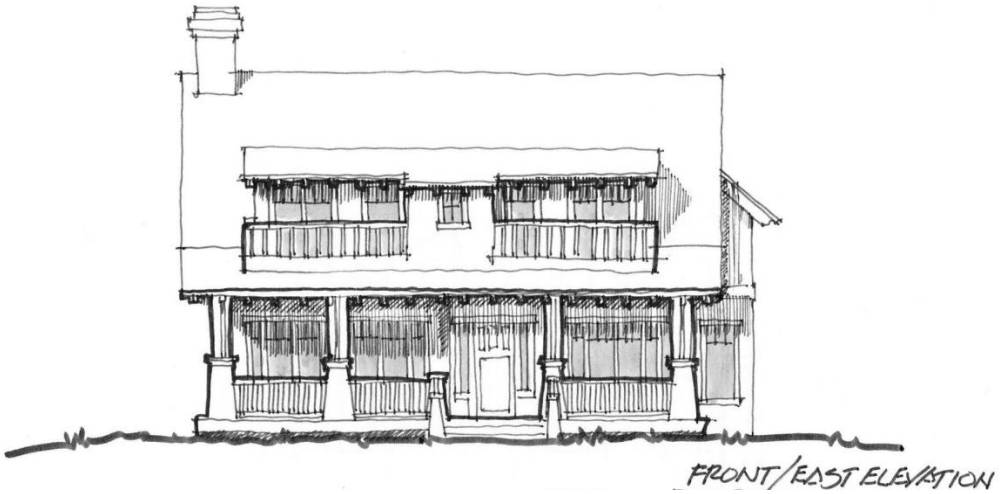
- One story with low spreading horizontal emphasis
- Hip roof with wide overhanging eaves
- Asymmetrical in massing and fenestration
- Picture window on front façade
- Garage is integral part of design and placed at front of house

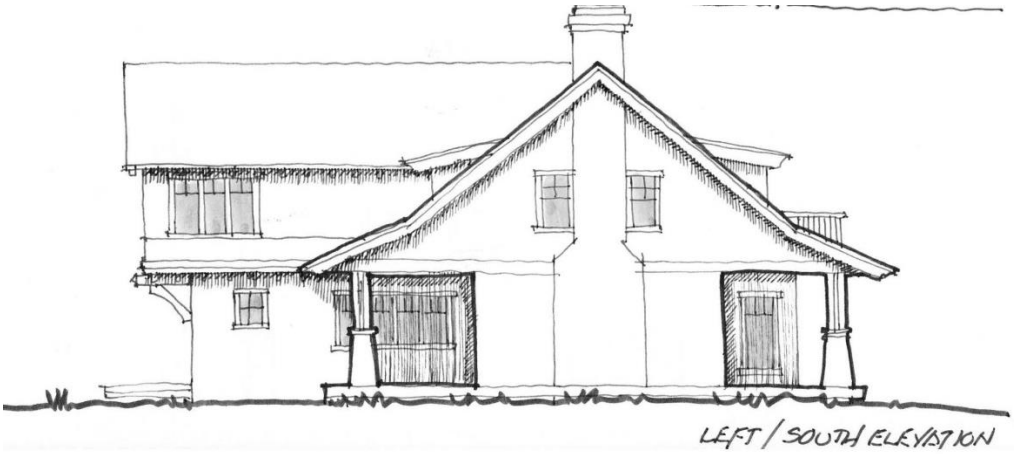
The structure is clad in what appears to be vinyl siding. There is also vinyl siding underneath the wide, overhanging eaves. Although they have been painted since the 1955 photo, the windows and window openings appear to be original. The garage door also appears original. It is likely that the front door has been replaced. The low retaining wall and wall along front stair have been added since 1955. The structure has retained the original brick central chimney. There is a small covered patio on the rear of the property.

The attached letter from Fanas Architecture describes the current condition of the structure as an “advanced state of disrepair”. The letter recommends that, due to the existing issues with the structure and the cost required to remediate them, no attempt be made to re-use the existing structure.

CONCEPT DRAWINGS FOR NEW CONSTRUCTION:

The applicant has submitted conceptual drawings for the proposed new structure.





CRITERIA FOR DEMOLITION REVIEW:

The Historic Preservation Commission should review the demolition permit application based upon any of the following criteria in Section 15.36.200(H) of the Louisvillle Municipal Code:

1. *The eligibility of the building for designation as an individual landmark consistent with the purposes and standards in this chapter;*
2. *The relationship of the building as a potential contributing structure to a potential historical district per the criteria set forth in this chapter;*
3. *The reasonable condition of the building; and*
4. *The reasonable projected cost of restoration or repair.*

In considering the condition of the building and the projected cost of restoration or repair as set forth in subsections H.3 and H.4, above, the commission may not consider deterioration caused by unreasonable neglect.

Landmarks must be at least 50 years old and meet one or more of the criteria for architectural, social or geographic/environmental significance as described in Louisville Municipal Code (LMC) Section 15.36.050(A). The City Council may exempt a landmark from the age standard if it is found to be exceptionally important in other significance criteria:

1. *Historic landmarks shall meet one or more of the following criteria:*
    a. *Architectural.*
        (1) *Exemplifies specific elements of an architectural style or period.*
        (2) *Example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally.*
        (3) *Demonstrates superior craftsmanship or high artistic value.*
        (4) *Represents an innovation in construction, materials or design.*

(5) Style particularly associated with the Louisville area.
(6) Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.
(7) Pattern or grouping of elements representing at least one of the above criteria.
(8) Significant historic remodel.

b. Social.
(1) Site of historic event that had an effect upon society.
(2) Exemplifies cultural, political, economic or social heritage of the community.
(3) Association with a notable person or the work of a notable person.

c. Geographic/environmental.
(1) Enhances sense of identity of the community.
(2) An established and familiar natural setting or visual feature that is culturally significant to the history of Louisville.

2. Prehistoric and historic archaeological sites shall meet one or more of the following:

a. Architectural.
(1) Exhibits distinctive characteristics of a type, period or manner of construction.
(2) A unique example of structure.

b. Social.
(1) Potential to make an important contribution to the knowledge of the area's history or prehistory.
(2) Association with an important event in the area's history.
(3) Association with a notable person(s) or the work of a notable person(s).
(4) A typical example/association with a particular ethnic group.
(5) A unique example of an event in Louisville's history.

c. Geographic/environmental.
(1) Geographically or regionally important.

3. All properties will be evaluated for physical integrity and shall meet one or more of the following criteria:

a. Shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation.
b. Retains original design features, materials and/or character.
c. Remains in its original location, has the same historic context after having been moved, or was moved more than 50 years ago.
d. Has been accurately reconstructed or restored based on historic documentation.

Staff has found probable cause to believe the property is eligible for landmark designation based on the following:

Architectural Significance – *Exemplifies specific elements of an architectural style or period.*
The house was constructed in the mid-century, Ranch style.

Social Significance – *Exemplifies cultural, political, economic or social heritage of the community.*
The house was lived in by the Schmidt family for 60 years. The Schmidt family represents the 20th century history of Louisville. Members of Schmidt family fought in WWII and worked at Rocky Flats and StorageTek.

The HPC may release the permit, or place a stay on the application for up to 180 days from the date of application, which was March 20, 2014. Staff recommends the Historic Preservation Commission place the full stay of 180 days to allow the applicant time to consider design alternatives and/or the reuse of historic materials in the proposed new construction with a member of the Historic Preservation Commission.

SUPPORTING DOCUMENTATION AND INFORMATION:
Attached for your review are the following supporting documents:

1. Demolition permit application
2. 1309 Jefferson Social history
3. 1309 Jefferson Condition Letter
4. 1309 Jefferson conceptual drawings for new construction

Louisville Historical Museum
Department of Library & Museum Services
City of Louisville, Colorado
March 2015

1309 Jefferson Ave. History

Legal Description: Lot 8, Block 7, Fischer Addition

Year of Construction: 1954

Summary: This house was owned by the Albert and Eileen Schmidt family for over 60 years.

Development of the Fischer Addition

Nicola DiGiacomo (1852-1915) owned and farmed this area. In 1907, he platted the Nicola DiGiacomo Addition, which consists of four and a half blocks, all of them with addresses in the 1200s, that stretch across the north end of Old Town. However, he kept some of his farm land to the north of the DiGiacomo Addition and it is believed that the family continued to farm it. Eventually, in 1938, the area in which this specific property is situated passed to Rosa DiGiacomo Santi, who was a daughter-in-law of Nicola and Lucia DiGiacomo.

In 1946, this property and surrounding properties were conveyed from Rosa Santi to Alvin Fischer. He was a member of the Fischer family that was engaged in building construction in Louisville for many decades.

In the late 1940s, there was high demand for housing in Louisville. In 1948, Alvin Fischer filed the plat of the Fischer Subdivision with Boulder County. This area includes the 1300 blocks of Jefferson, Grant, and Lincoln.

Date of Construction

Property records indicate that a few different people owned this lot after the subdivision was platted in 1948 and before the house was constructed. Lot 8 was originally bundled with Lot 7 (now 1301 Jefferson) and they were sold together as the first parcel in the Fischer subdivision that Alvin Fischer sold. This sale was to Blanche Deardoff.

In 1950, Blanche Deardoff sold Lots 7 and 8 to Thomas and Margaret Stelmach, who sold both lots to Lawrence and Helen Caranci in 1951.

Lawrence and Helen Caranci then sold the two lots to separate buyers. In 1953, they sold Lot 8 (1309 Jefferson) to Albert Schmidt and Eileen Harris Schmidt. In 1954, they sold Lot 7 (1301 Jefferson) to Eileen Harris Schmidt's sister, Joan Harris Angell, and her husband, Otis Angell.

Both the 1955 County Assessor card and the County website give 1954 as the date of construction of this house. The County has sometimes been found to be in error with respect to the dates of construction of historic buildings in Louisville. In this case, however, no evidence was found that would suggest that the 1954 date is not correct. Also, the fact that the property was assessed so shortly after construction would suggest that the date is accurate.

Schmidt Family Ownership and Residency, 1954-2015

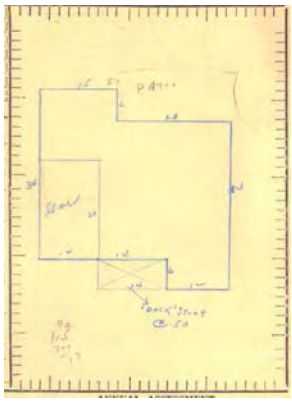
Albert Schmidt (1924-2003) and Eileen Harris Schmidt (1927-1998) purchased Lot 8 in 1953 and had their house at 1309 Jefferson constructed on it in 1954.

Eileen Harris Schmidt was descended from old Louisville and Boulder County families. Her father, William Harris, was part of the pioneer Brierley family of this area, while her mother, Hazel Zarini, was part of the Zarini family from Italy that settled in the 800 block of La Farge Avenue in Louisville, along with her sisters, Joan (Angell) and Nadine (Caranci). Eileen Harris married Albert Schmidt in 1949. Eileen put in many hours and efforts at the Louisville Historical Museum as am 18-year volunteer member of the Louisville Historical Commission before her death in 1998.

Albert Schmidt, who went by the nickname of "Smitty," was born in Kansas and served in the US Army Air Corps during World War II, flying bombing missions as tail gunner in Europe and the Balkans. According to his obituary, his aircraft was shot down in 1945 "and he was missing in action and a prisoner of war for three months in northern Italy, before the U.S. liberation. During the crash, he suffered severe injury to his vocal chords, which left him with only a whisper. After his release, he spent two years at Fitzsimmons Hospital in Denver. He received the Purple Heart, Air Medal with Oak Leaves, the Presidential Unit Citation and the Bronze Star during his military career." His obituary also stated that he was employed by Rocky Flats Arsenal as an X-ray technician from 1953 until his retirement in 1989.

In the house at 1309 Jefferson, Albert and Eileen raised their four children, Albert C. "Chris," Laura "Laurie," Theresa, and Charles "Chuck." Eileen's sister, Joan Harris Angell, and her family meanwhile lived next door at 1301 Jefferson for several decades.

The following photo of the house and a ground layout sketch are from the Boulder County Assessor card that dates from 1955, not long after the house was built. (The address stated on the card is 1306 Jefferson, but the legal description, the photo, and the stated owners make it clear that it is the card for 1309 Jefferson.)



The four Schmidt children set up an LLC called Smittyco LLC in 2004 following the death of their father, Albert Schmidt, in 2003. The LLC held the property at 1309 Jefferson from 2004 until 2010, during which the house continued to be the residence of Schmidt family members.

In 2011, the four Schmidt children transferred ownership of the house to two of the Schmidt children, Chuck Schmidt and Laurie Schmidt Chestnut Ogden. Chuck Schmidt, who had been born in 1958, died unexpectedly in November 2014 at the age of 56. His obituary stated, “He grew up with siblings cousins and neighbors, spending summer days playing in the mini-ditch, and sumer nights playing kick-the-can.” Chuck Schmidt worked at Storage Technology in Louisville, raised his children as a single dad, and served as a Louisville volunteer firefighter and held the position of Chief, among other accomplishements.

Owners after Schmidt Family

In 2015, Laura Schmidt Ogden sold the property to the current owners, Jeremy and Kathryn Howard.

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, and obituary records.

fänas architecture
space/opportunity

Lauren A. Trice
Planner I
749 Main Street
Louisville CO 80027

April 7, 2015

RE: 1309 Jefferson Ave.
Lot 8, Block 7, Fischer Addition

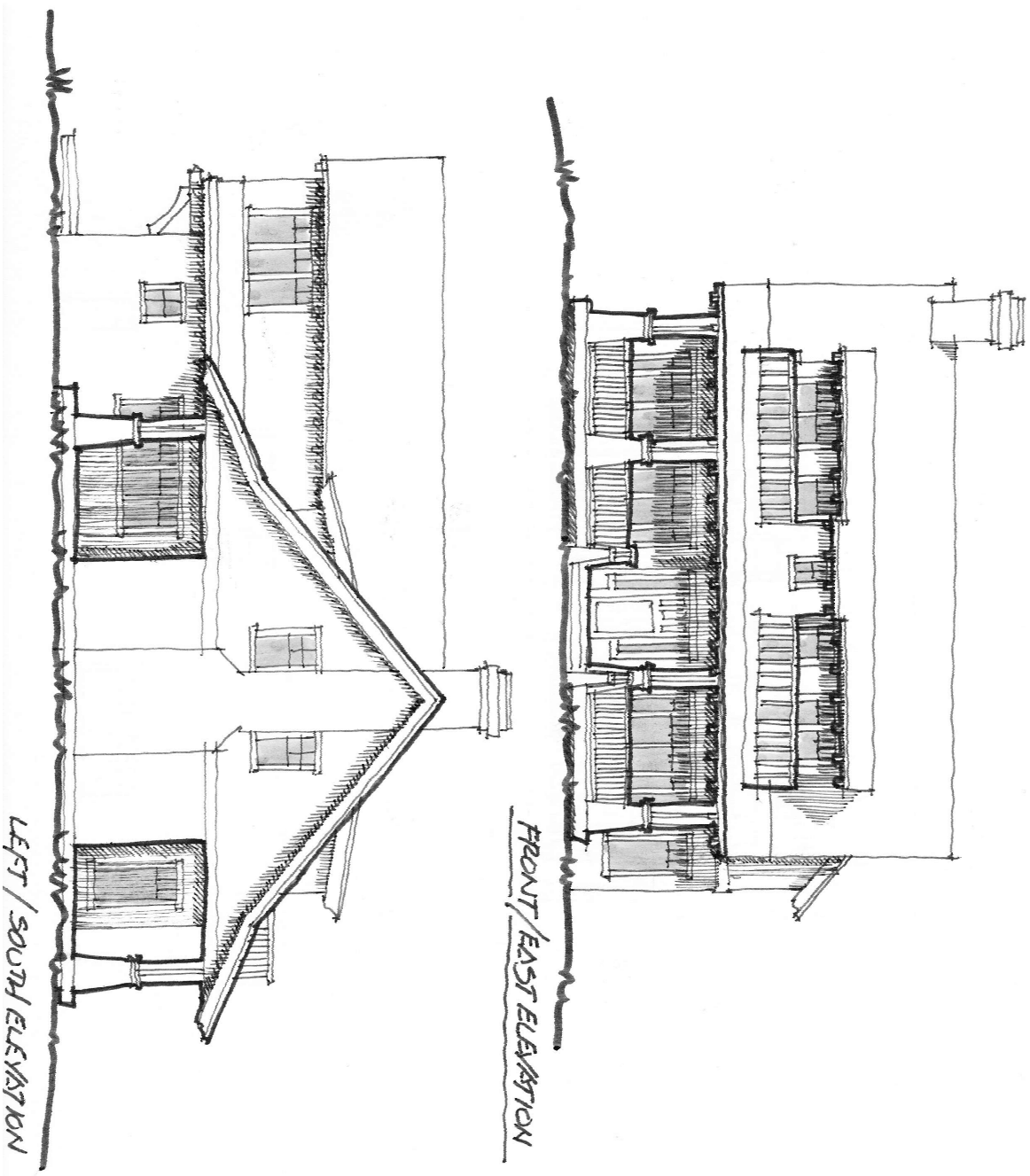
Ms. Trice,
This letter is to acknowledge our firm's observation of the above noted property and to state our findings related to the state of the existing home.
In general, the existing home is in an advanced state of disrepair. On-going maintenance and property up-keep does not seem to have occurred for many years. Specific areas of concern including, but not limited to are:

- Strong potential for asbestos to be found throughout the home (based on the year built and the fact that no significant remodeling of the home have occurred)
- Potential for positive testing of lead (based on the year built and the fact that no significant remodeling of the home have occurred)
- Obvious signs of rot to the existing siding material and several areas where wood framing has been exposed
- Signs of rodent damage to the exterior structure
- Potential for compromised structural conditions as evidenced by cracked foundation walls, and exposed wall areas
- Strong potential that there is little to no insulation in the shell of the building and significant upgrades to the structure will be required to appropriately house the depth of insulation required to meet current code.

Based on the above points and in our opinion, very little is salvageable of the existing structure.

Thank-you,

Elizabeth Smith
Project Architect
Fänas Architecture
Boulder, CO
303.444.5380



07 April 2015 Not to Scale

Historic Demo Permit Submittal
Howard Residence 1309 Jefferson Ave.

fänas architecture
space/opportunity

City of Louisville
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Department of Planning and Building Safety

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Preservation Master Plan- Update

Date: **May 18, 2015**

After receiving comments at the April 27th Historic Preservation Commission, staff worked with History Matters to revise the Preservation Master Plan Goals and Objectives. The updated Goals and Objectives will be reviewed at the City Council meeting on May 19, 2015. The Goals and Objectives are listed below.

The Implementation Subcommittee (Commissioners Fasick and Koertje) met on May 13, 2015 to develop prioritized action items for the Preservation Master Plan.

The following is an updated schedule of review for the Preservation Master Plan:

- City Council Endorse PMP Goals – May 19th, 7pm, Council Chambers
- HPC Meeting – PMP Draft Recommendation – June 15th, 7pm, Council Chambers
- PMP Draft Plan Feedback
    - *Sustainability Advisory Board - June 17th, 6:30pm, Spruce Room*
    - *Historic Commission - July 1st, 6:30pm, Library*
    - *Open Space Advisory Board - July 8th, 7pm, Library*
    - *Planning Commission - July 9th, 6:30pm, Council Chambers*
    - *Louisville Revitalization - July 13th, 7:30pm, Library*
- HPC Final PMP Draft Recommendation – July 20th, 7pm, Council Chambers
- Joint City Council / HPC Study Session – July 21st, 7pm, Library Meeting Room
- City Council PMP Adoption – August 4th, 7pm, Council Chambers

Staff would like one member of the HPC to attend the Draft Plan Feedback sessions with other Boards and Commissions.

City of Louisville Preservation Master Plan: Goals and Objectives

GOAL #1 - Promote public awareness of preservation and understanding of Louisville's cultural, social, and architectural history
By initiating the following:

- **Objective 1.1** - Engage in public outreach to all citizens
- **Objective 1.2** - Promote the benefits of historic preservation and Louisville's unique incentive-based voluntary program
- **Objective 1.3** - Collaborate with Louisville Historical Museum, Library, and other community organizations on programs and initiatives to celebrate Louisville's history and architecture
- **Objective 1.4** – Share Louisville's history with residents and visitors

GOAL #2 - Encourage preservation of significant archaeological, historical, and architectural resources
By initiating the following:

- **Objective 2.1** - Research historic periods and themes important to Louisville's past
- **Objective 2.2** – Identify and evaluate historic and archaeological sites
- **Objective 2.3** - Encourage voluntary designation of eligible resources
- **Objective 2.4** - Promote alternatives to demolition of historic buildings
- **Objective 2.5** - Support appropriate treatment for historic buildings

GOAL #3 – Pursue increasingly effective, efficient, user-friendly, and voluntary based preservation practices
By initiating the following:

- **Objective 3.1** - Improve existing preservation operations
- **Objective 3.2** - Clarify roles and responsibilities within preservation processes
- **Objective 3.3** - Enhance efficacy of Historic Preservation Commission and Staff

GOAL #4 - Foster preservation partnerships
By initiating the following:

- **Objective 4.1** - Encourage greater collaboration between Historic Preservation Commission and other City Boards and Commissions
- **Objective 4.2** - Maintain and enhance cooperation between Planning staff and other City departments, including Louisville Historical Museum
- **Objective 4.3** - Expand partnerships with community organizations
- **Objective 4.4** - Make better use of preservation expertise and existing professional networks in Boulder County and other nearby communities
- **Objective 4.5** – Strengthen relationships with relevant State, Federal, and global preservation organizations

GOAL #5 – Continue leadership in preservation incentives and enhance customer service

By initiating the following:

- **Objective 5.1** - Promote availability of Historic Preservation Fund grants and other incentives
- **Objective 5.2** – Evaluate benefits of Historic Preservation Fund
- **Objective 5.3** - Raise awareness for and support state and federal tax credit projects
- **Objective 5.4** – Consider modifications to zoning requirement incentives

City of Louisville
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Department of Planning and Building Safety

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: City Council Study Session – April 28

Date: **May 18, 2015**

Staff worked with the Historic Preservation Commission Goals Subcommittee to develop the Council Communications for the Council Study Session. The session focused on the upcoming year for the HPC and the updated schedule for the Preservation Master Plan. After the presentation City Council discussed the following items with members of the Historic Preservation Commission and staff:

- Review of reroofing projects in HPC subcommittees
- Higher standards for Historic Structure Assessments
- Importance of brochure describing the benefits of landmarking
- Revolving loan program Request for Proposal
- Period of significance for Preservation Master Plan
- Preservation Master Plan Goals and Objectives presentation
- Restoration of the Austin Neihoff house

Many of these items are being incorporated into the Preservation Master Plan.

City of Louisville
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Department of Planning and Building Safety

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Historic Structure Assessment Standards

Date: **May 18, 2015**

Over the past year, the Historic Preservation Commission has approved Historic Structure Assessment grants for eight structures. The HPC has expressed interest in studying the standards for Historic Structure Assessment grants. The current process is to offer property owners the attached letter and the list of pre-qualified architects. If an architect asks for more information, staff will provide the attached spreadsheet as a guideline for the assessment.

Commissioner Stewart has compiled the attached draft list of requirements for residential Historic Structure Assessments. The draft has not been fully vetted by Staff.

The State Historic Fund offers non-competitive Historic Structure Assessment grants up to $10,000. The State provides the attached scope of work for Historic Structure Assessment grants. Based on the level of detail they require, the State recommends find that the $10,000 usually covers 1200 SF.

The National Park Service *Preservation Brief 43: The Preparation and Use of Historic Structure Reports* also includes a scope of work and a description of the intent of Historic Structure Assessments.

Pre-qualified List of Contractors
The City of Louisville City Council recently approved Resolution 3, Series 2012, allowing $900 for a residential building assessment and $6,000 for a commercial building assessment. The purpose of the building assessment is to create a priority list for structural and historical architectural elements which need to be preserved or restored (if any). City Staff, HPC and City Council will use this information as reference for when the landmark owner applies for preservation/restoration grant funds.

THE PROCESS:
The City of Louisville advertised a Request for Proposals (RFP) for on-call contractors to perform building assessments of landmarked structures within Old Town Louisville. All of the contractors listed have previous experience conducting building assessments on historical structures.

Provide the Landmark recipient a list of pre-qualified contractors – Once a homeowner has received landmark approval by City Council, they are eligible to receive incentives grants and preservation/restoration grants. Prior to receiving any grant funds, the Landmark recipient must

The landmark recipient will choose an architect to perform a building assessment
The landmark recipient will access the City website to choose an architect from the pre-qualified list. They may choose more than one and interview them.

The homeowner will then contact the architect directly and act as the GM throughout the project – The landmark recipient will act as the general manager on this job, similar to if they were to hire a surveyor or contractor. City staff will be available to answer questions but will not have any say in the choice of the architect.

The architect will perform the steps necessary to review the structural components and the architectural components – The architect will have a team which includes a structural engineer. The architect and engineer will visit the landmarked structure and perform a structural analysis of the building. This process will include, but not be limited to, the following:

- Foundation
- Walls
- Roof
- Siding
- Windows
- Doors
- Architectural style

Once a draft assessment is ready for review the applicant may provide a copy to the City for review to make sure all of the items have been addressed.

The completed building assessment, and priority list of items that need to be addressed, will then be given to the homeowner by the architect – The architect

will provide the landmark recipient with a completed building assessment. The architect may then submit an invoice tot eh landmark recipient. The landmark recipient will submit the invoice to the City for a check request. The architect will be paid once the document is deemed complete.

The homeowner will then provide a copy to the City when they seek grant money for the improvements – The building assessment, with priority list, will be needed when the landmark recipient applies to seek grant funding for preservation or restoration projects. Money will be released based on the priority list, which means structural will always come before aesthetic.

Louisville Historic Preservation Fund – Historic Structure Assessments (HSA)
DRAFT Procedures and Standards

General Procedures

After Probable Cause Determination by the HPC

1. Grantee signs agreement (acknowledgement/terms and conditions of the grant)
2. Grantee selects qualified architect and submits architects qualifications to City for approval
3. Draft HSA is submitted to Planning Dept. for review & comment
4. Staff to review for completeness/ meets standards. Staff to issue approved, conditional approval or resubmit (per comments)
5. Final, revised, HSA is submitted
6. Once approved, Grantee is reimbursed for amount per agreement
7. City retains a record copy of HSA

HSA Standards outline (Handout)

Purpose

The purpose of a Historic Structure Assessment (HSA) is to document the physical condition of a historic resource. A complete assessment contains photographs, illustrations, and information in narrative form that reflects a comprehensive understanding of the condition and needs of the resource. This information will include details specific to the historic character and significance; specific materials, features, elements, and spaces; and the intended use. The existing conditions will dictate the amount of information contained within any given assessment.

Who can prepare a HSA?

The Historic Structure Assessment must be prepared by a qualified architect. Architect's qualifications include: Experience with historic structures. Must be able to interpret and apply The Secretary of the Interior's Standards for the Treatment of Historic Properties. Qualifications must be presented to the City for approval.

Report Content

Reports MUST include but not limited to:

1 Site Plan

- Site plan (Shall show property lines, improvements/building location, features, and landscape elements within the property boundaries. Indicate a north arrow and scale or NTS.

2 History and Use

(History usually provided by Bridget)

3 Architectural Significance and Construction History

- Describe the structure's architectural style, including character-defining exterior and interior materials, features, and spaces.
- Include a brief chronology of additions and alterations to the original structure

- Discuss past and current use(s) in relation to these modifications. This information will provide the basis for recommendations for appropriate treatments and design of suitable modifications for use.

4 Proposed Use(s):

- Discuss any proposed use(s), including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use is appropriate for the structure in accordance with The Secretary of the Interior's Standards.

5 Condition Assessment

For each building element feature, or space (e.g. Foundations, walls, windows etc)

- Describe each element. The narrative should first indicate whether the element, feature, or space is original, historic or non-historic. Indicate its significance as it relates to the integrity of the resource overall. The Condition Evaluation must include photographic documentation to illustrate the condition (or range of conditions for repetitive elements or features).
- Condition Evaluation. Evaluate the condition of each feature, element, or space. Please use the following terms: Good Condition, Fair Condition, and Poor Condition (see definitions)
- Recommendations: Provide a recommendation for each element, feature or space, based on (1) the evaluation of existing conditions and (2) the significance or importance of the building and its associated features and elements. Recommended treatments should comply with, and specifically address, The Secretary of the Interior's Standards for the Treatment of Historic Properties and the recommendations in the Guidelines

6 Preservation Plan

The Preservation Plan should take the recommended treatments prescribed in the Structure Condition Assessment section and prioritize the work into a logical order. This order should rank the most urgent work, such as deterioration, structural weakness, and/or life safety issues, over less urgent repairs. Provide phasing plan if applicable

7 Estimate of Probable Construction Costs

Provide estimates of construction costs for the recommended treatments. Organize costs based on priorities and phasing plans as applicable. (If applicable, please include cost estimates, hazardous materials testing, and/or abatement.)

Other possible items to include in hand out:

CHOOSING THE APPROPRIATE TREATMENT

THE SECRETARY OF THE INTERIOR'S STANDARDS are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the resource should be saved and which can be changed. But once a treatment is selected, the Standards provide consistency to the work.

FOUR TREATMENT APPROACHES

1. PRESERVATION places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
2. REHABILITATION allows for a compatible new use for the resource but still emphasizes the retention and repair of historic materials. More latitude is provided for replacement because the treatment assumes the property has suffered more deterioration prior to work. (Both Preservation and Rehabilitation Standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)
3. RESTORATION focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
4. RECONSTRUCTION establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

OTHER CONSIDERATIONS: Choosing the most appropriate treatment for a building requires careful decision- making about a building's historical significance, as well taking into account the following:

- Relative importance in history. Is the building a nationally significant resource—a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks may warrant a different treatment approach than buildings that contribute to the significance of a historic district but are not individually listed on the National Register.

- Physical condition. What is the existing condition—or degree of material integrity—of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Are distinctive materials, features, and spaces essentially intact and convey the building's historical significance? Are alterations or additions necessary for a new use? These key questions play a major role in determining which treatment is selected.

- Proposed use. Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

- Mandated code requirements. Code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Recommendations for alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should reflect an effort to minimize material loss and visual change to a historic building

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TERMS AND DEFINITIONS

AS-BUILT DRAWINGS: produced after completion of the structure showing how it was actually built by incorporating changes that were made as construction progressed. Alterations made to the structure in subsequent years should be clearly identified as later changes.

CHARACTER-DEFINING FEATURE: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, elements, objects, vegetation, spatial relationships, views, furnishings, and decorative details and materials may be such features.

CONSTRUCTION DOCUMENTS: Drawings, Plans, Technical Specifications, Addenda, Supplemental Instructions and Change Orders created by an architect that set forth in detail the requirements for the construction of the project.

DESIGN DEVELOPMENT DRAWINGS: produced to work out details, aesthetics, dimensions, and estimated probable costs for construction or manufacture. They often include detail drawings of design features.

ELEMENT: may be an architectural feature, structural component, engineering system, or a functional requirement.

EXISTING CONDITION DRAWINGS: produced to record the configuration, physical fabric, and conditions of a structure at a given point in time. They are often produced as the first step in a project.

IN-KIND: in the same manner, with the same material, or with something equal in substance creating a similar or identical visual appearance or effect.

MATERIAL: the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

PERIOD OF SIGNIFICANCE: the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for historic designation.

PRESERVATION: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a building, site, structure, or object.

RECONSTRUCTION: the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. Treatment should be based on documentary or photographic evidence.

REHABILITATION: the act or process of making possible a compatible new use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

RESEARCH DESIGN: a statement of proposed activities (identification, documentation, evaluation, investigation, or other research) that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments. The research design is specific to each project.

RESTORATION: the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

SCHEMATIC DESIGN DRAWINGS: also known as conceptual drawings, they are diagrammatic drawings of the essential elements of a design; they are not used to estimate costs.

SKETCH PLAN: site plan or building plan drawn with measurements but often not to scale, although the structure and site features should be represented in accurate proportions.

TREATMENT RECOMMENDATION: based on The Secretary of the Interior's Standards. The degree of intervention recommended depends on the existing condition of the element and its significance or importance to the property.

Pre-Approved On-Call HSA Firms	Address	Engineer
Aller Lingle Massey Architects PC David B Lingle 970-223-1820 office@aller-lingle-massey.com	712 Whalers Way Fort Collins, CO 80525	Structural - Eric Moe, PE Mechanical - Bill Faryna Electrical - ESC Engineering, Inc
Anderson Hallas Architects PC Nan Anderson 303-278-4378 nananderson@andarch.com	715 14th Street Golden, CO 80401	JVA, Inc
Avenue L Architects Kathy C Lingo 303-290-9930 kathy@avenuelarchitects.com	3457 Ringsby Court Suite 317 Denver, CO 80216	JVA, Inc
Barlow Preservation Services Phil Barlow 303-746-1602 phil@barlowpreservationservices.com	4576 Tanglwood Trail Boulder, CO 80301	
Bret Johnson Architecture Bret Johnson 720-341-0392	2304 Yosemite Street Denver, CO 80238	Anthem, LLC
The Hardies Group H. Lee Hardies 720-684-9448 lee@hardiesgroup.com	7398 N 115th Street Longmont, CO 80504	Elkins Consulting
Humphries Poli Dennis Humphries 303-607-0040 dhumphries@hparch.com	2100 Downing Street Denver, CO 80205	JVA, Inc
May Yin Architecture Leanord May 303-443-2407 lomay@may-yin-architecture.com	3016 Ninth Street Boulder, CO 80304	Atkinson Noland & Associates, Inc Winter & Company
Pie Consulting & Engineering Joseph F Smith 303-552-0177 jsmith@pieforensic.com	6275 Joyce Drive Suite 200 Arvada, CO 80403	Pie Consulting & Engineering
Scott Coburn Architecture Scott Coburn 303-489-0619 scottcoburnarchitect@gmail.com	256 McCaslin Blvd Louisville, CO 80027	Steve Pendergrast

SlaterPaull Architects Gerhard J Petri 303-607-0977 general@slaterpaull.com	1331 19th Street Denver, CO 80202	JVA, Inc
SpaceIntoPlaceAD Ginny Gerhart 303-731-3750 ginny@spaceintoplace.com	PO Box 868 Denver, CO 80201	Ty Carter, PE

Rapid Visual Screening
Existing Condition Assessment

City: _____ *A - New* *C- Fair* Date: _____
Building: _____ *B - Good* *D - Poor*

Item	Building Component	Reviewer	Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*
					A	B	C	D	Now	5-10	20-25	Code	Repair/ Maint.	Other		
A	**SUBSTRUCTURE**															
A1	**Foundations/ Basement**															
A2	**Floor Construction**															

B	SHELL															
B1	**Roof Construction**		Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*

B2	**Roofing**		Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*

B3	**Exterior Walls**		Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*
	1st Floor															
	2nd floor															

Rapid Visual Screening
Existing Condition Assessment

City: _____ *A - New* *C- Fair* Date: _____
Building: _____ *B - Good* *D - Poor*

Item	Building Component	Reviewer	Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*
					A	B	C	D	Now	5-10	20-25	Code	Repair/ Maint.	Other		
B4	**Exterior Windows**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations***	**Approximate Cost***
	Basement															
	1st Floor															
	2nd floor															
	Trim															
B5	**Exterior Doors**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations***	**Approximate Cost***
	1st Floor															
	Trim															
B6	**Roof Openings**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations***	**Approximate Cost***
	(Skylights, Chimneys & Access Hatches)															

Rapid Visual Screening
Existing Condition Assessment

City: _____ *A - New* *C- Fair* Date: _____
Building: _____ *B - Good* *D - Poor*

Item	Building Component	Reviewer	Components (Description)	Observations (Unusual)	Condition				Expected Life Span (Yrs)			Category (Issues)			Recommendations*	Approximate Cost*
					A	B	C	D	Now	5-10	20-25	Code	Repair/ Maint.	Other		
B7	**Porches**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations***	**Approximate Cost***
B8	**Exterior Trim/Ornamentation**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations***	**Approximate Cost***
C	**Site**															
C1	**Site Drainage**		**Components (Description)**	**Observations (Unusual)**	**Condition**				**Expected Life Span (Yrs)**			**Category (Issues)**			**Recommendations**	**Approximate Cost***

*Notes:
- Estimated costs assume no lead or asbestos present.
- Lead testing is noted for every area that includes a potential source of lead paint. A series of 3 tests, one for each of the sources of old paint (windows, doors, siding), would likely provide all the testing needed for the entire project.

HISTORIC STRUCTURE ASSESSMENT
STATE HISTORICAL FUND ANNOTATED SCOPE OF WORK
REVISED 2014

THIS *ANNOTATED SCOPE OF WORK* was developed to assist grant applicants, building owners, stewards, and consultants in collecting and organizing the information needed to develop a comprehensive assessment and plan for the preservation, rehabilitation, or restoration of a historic property. This document is intended to be used as a tool and a reference and provides specific details regarding the expectations and requirements for completing a Historic Structure Assessment funded by the State Historical Fund (SHF).

THE PURPOSE OF A HISTORIC STRUCTURE ASSESSMENT (HSA) is to fully document the physical condition of a historic resource. A complete assessment contains photographs, illustrations, and information in narrative form that reflects a comprehensive understanding of the condition and needs of the resource. This information will include details specific to the historic character and significance; specific materials, features, elements, and spaces; and the intended use. The existing conditions will dictate the amount of information contained within any given assessment. Ideally, a resource will be assessed during different seasonal conditions (wet, dry, hot, cold) to ensure a complete evaluation (some conditions may not be evident in one visit under one set of weather conditions). Destructive investigation is acceptable as a means of obtaining information, but it is not required. In some instances, the need for additional and (or) destructive investigation may be included in the treatment recommendations discussed in Section 3.0.

Although a HSA can provide valuable support documentation when making application for grant funding from the SHF, the assessment should not be seen as merely a prerequisite to making application for that funding. The HSA should be considered an important planning tool for future rehabilitation, restoration, and/or maintenance of a resource (regardless how the work might be funded in the future).

SCOPE OF WORK: In order to ensure a comprehensive assessment, the State Historical Fund has developed a standard Scope of Work for HSAs funded under the special non-competitive grant program. This Scope of Work is included in the application packet. All HSAs submitted to the SHF **must** follow this Scope of Work. Specific details on the expectations and requirements are provided in this *Annotated Scope of Work*.

WHO CAN PREPARE A HSA? The Historic Structure Assessment must be **prepared by an architect** or a structural engineer working under the **direct guidance of an architect**. Please consider the following when deciding who will prepare the HSA:

- Architect, and structural engineer if applicable, must be licensed in the state of Colorado.
- Architect must be the primary consultant on the project.
- Architect, and structural engineer if applicable, must be able to interpret and apply *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Architect, and structural engineer if applicable, is required to attend an initial on-site consultation with a State Historical Fund Historic Preservation Specialist at the commencement of the grant contract.

Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team.

Historic Structure Assessment reports are on file in the SHF office for reference. If you would like to review any of these, or if you have any questions, please contact a preservation specialist at 303.866.2825.

ANNOTATED SCOPE OF WORK

FORMATTING & CONTENT: The HSA report should mirror the Scope of Work provided by SHF. Information specific to details and requirements for content is provided below. If you have any questions about how or what to include, please contact the Historic Preservation Specialist assigned to the project. **Two final copies must be submitted to SHF**; both copies must be 3-hole punched and submitted in white 3-ring binders (with clear overlay for title sheet). Please call with any questions about submitting final copies.

MULTIPLE BUILDINGS/STRUCTURES & ADDITIONS: For assessments that include more than one structure, or for single structures that have multiple and/or distinct additions, please address each structure or addition *individually* in the assessment. This can be accomplished in several ways. Please contact the Historic Preservation Specialist for more specific direction and/or suggestions.

PHOTOGRAPHIC DOCUMENTATION: Please include photographic documentation to illustrate the features and conditions described in the narrative. Always include **in-text references** to specific photos when addressing the element, feature, or space in the narrative. For specific guidelines, see Section 6.0.

i. COVER PAGE

The Cover Page of the report must include:

1. *The State Historical Fund Project number*
2. *The name and address of the property*
3. *The date of report completion*
4. *The required acknowledgement of SHF as a funding source* ("This project was paid for by a State Historical Fund grant from History Colorado, the Colorado Historical Society")
5. *Site Number, if applicable*

ii. TABLE OF CONTENTS

Please number pages in the report, and include the pages in the Table of Contents.

1.0 INTRODUCTION

1.1 RESEARCH BACKGROUND / PROJECT PARTICIPANTS

Discuss the purpose of the project and describe the process taken to complete the report, including:

1. *List consultants involved in preparing the report, and what their roles were.*
2. *Note weather condition(s) experienced during all field (site) visits.*
3. *List funding partners (include SHF, but full acknowledgment noted above is not required).*
4. *Include sources of information used to complete this report, including available historical documentation and interviews with building users/managers as relevant (see Section 2.0).*

1.2 BUILDING LOCATION

Please provide the following:

1. *Vicinity map*
2. *Site plan (Site plans should show the property lines, as well as the designated area, and display all of the improvements, features, and landscape elements within the property boundaries. Indicate a north arrow and scale or NTS. Google satellite maps are not permitted as a site plan.)*
3. *Legal description*

2.0 HISTORY AND USE

The research and analysis of the structure's history and use determines the basis for the preservation treatment recommendations prescribed in the assessment section. This portion of the HSA includes a history of the resource, the architectural significance and construction history, and a detailed discussion of the proposed use.

Potential sources for information:

State, federal, or local register nominations of historic properties, historical photographs, historical plans/specifications, oral histories or interviews, History Colorado's Steven H. Hart Library, Denver Public Library's Western History Collection, local (county) assessor's office records, and local library history collections.

2.1 ARCHITECTURAL SIGNIFICANCE & CONSTRUCTION HISTORY:

Describe the structure's architectural style, including character-defining exterior and interior materials, features, and spaces. Include a brief chronology of additions and alterations to the original structure, and discuss past and current use(s) in relation to these modifications. This information will provide the basis for recommendations for appropriate treatments and design of suitable modifications for use.

1. *Note whether or not the building is listed on the National, State or Local Register.*
2. *Include historical photographs of the structure's exterior and interior, if available.*
3. *Excerpt portions of referenced documents that are relevant to the building/resource.*

2.2 FLOOR PLAN:

The structure(s) should be graphically represented in accurate proportions. The plan(s) should be drawn with measurements, but it is not required to be drawn to scale. In this section, you must:

1. *Label individual rooms for reference within the narrative of Section 3.0.*
2. *Note/identify within the plan or illustrations significant spaces and/or spatial relationships.*
3. *Illustrate the existing configuration vs. the historical configuration (if known).*
4. *Include copies of original drawings if they are available.*
5. *Indicate a north arrow and scale or NTS.*

2.3 PROPOSED USE(S):

Discuss any proposed use(s), including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use is appropriate for the structure in accordance with The Secretary of the Interior's Standards.

3.0 STRUCTURE CONDITION ASSESSMENT (SECTIONS 3.1-3.8)

Each section below should be addressed in a comprehensive narrative. In order to provide a more user-friendly and organized document, please include a separate sub-heading under each section for the three main components of the narrative: (1) **Description**, (2) **Condition Evaluation**, and (3) **Recommendations**. (For example, when discussing the Roof Framing System in section 3.3, you will include a Description of the system, a Condition Evaluation of the system, and a Recommendation of what to do with the system based on The Secretary of the Interior Standards and future plans/use.) The sections describing materials, features, elements, and spaces should follow the specific order listed in the Historic Structure Assessment outline provided below (e.g., 3.1 Site; 3.2 Structural System; etc.). If the resource does not have a component, simply indicate this in the narrative (e.g., "Perimeter foundation drainage: There is no perimeter foundation drainage.").

DESCRIPTION: Please *describe* each element, feature or space.
The intent of this subsection is to identify the elements, features, and spaces that make up the resource. The narrative should first indicate whether the element, feature, or space is original, historic or non-historic, and should then provide a detailed description of **what it is, what it looks like, the materials from which it is made, and the methods used in its construction.**

The Description sub-heading should not include information about the condition: Perhaps one of the most common mistakes is to include a discussion of the *condition* of each material, element, feature, or space as part of the *description* narrative—it is important to avoid this. The intent is to describe the element, feature, or space as it exists at this point in time (e.g. "Interior walls are plaster over wood lathe, with a smooth texture and painted finish [see photos #2, 3, 12 and 15]."). This serves the purpose of documenting the material, element, feature, or space as it exists now so that in the future, users of the assessment will have a clear understanding of how this looked prior to any treatment.

Significance: Please identify each element's, feature's, or space's relationship to the age of the structure and identify its significance as it relates to the integrity of the resource overall. It is important to remember that all materials, elements, features, and spaces of a structure impact the resource's historic integrity (contributing to or detracting from); therefore, each component should be described regardless of its historic significance. A significant element, feature, or space should be described in greater detail and include **photographic documentation** to illustrate that description.

Windows, doors, and other repetitive elements or features: Often an element or feature is a series of similar, repetitive items, such as windows or doors. In this case, the feature should be described as one feature and then specific discrepancies should be noted or highlighted—for example, "all nine windows on the 3rd floor are historic, the six 1st floor windows are not." Although describing as *one*, please include the total quantity of the element or feature in the description. A schedule to augment the narrative may be included. Remember to include even small repetitive elements such as hardware, lighting, and security.

CONDITION EVALUATION: Please *evaluate the condition* of each feature, element, or space.
Please provide a detailed discussion of the **existing condition and integrity** of each element, feature or space based on the comprehensive physical evaluation. As noted above, destructive investigation is acceptable as a means of obtaining information, but it is not required. The Condition Evaluation must include **photographic documentation** to illustrate the condition (or range of conditions for repetitive elements or features). Please use the following terms in your evaluation and discussion of the condition of each element, feature, or space: **Good Condition**, **Fair Condition**, and **Poor Condition**.
Criteria/guidelines for each are as follows:

- **GOOD CONDITION:** An element, feature, or space is evaluated in *good* condition when it is meets the following criteria:

    1. *It is intact, structurally sound, and performing its intended purpose.*
    2. *There are few or no cosmetic imperfections.*
    3. *It needs no repair and only minor or routine maintenance.*

    Please note: Elements, features, or spaces that are in *good* condition do not need lengthy narratives; state that they were examined and found to be in *good* condition, and why you have made that determination.

- **FAIR CONDITION:** An element, feature, or space is evaluated in *fair* condition when one or more the following are evident:

    1. *There are early signs of wear, failure, or deterioration, although the feature or element is generally structurally sound and performing its intended purpose.*
    2. *There is failure of a sub-component of the feature or element.*
    3. *Replacement of up to 25% of the feature or element is required.*
    4. *Replacement of a defective sub-component of the feature or element is required.*

    Please note: When an element, feature, or space is in *fair* condition, it is important to provide a comprehensive discussion of this evaluation; do not simply state that the condition is "fair" without explaining that evaluation. Also, please avoid using generic descriptors such as "weathered" or "damaged" without a more specific explanation (e.g. how/why is it weathered/damaged).

- **POOR CONDITION:** An element, feature, or space is evaluated in *poor* condition when the following is evident:

    1. *It is no longer performing its intended purpose.*
    2. *It is missing.*
    3. *It shows signs of imminent failure or breakdown.*
    4. *Deterioration/damage affects more than 25% of the feature/element and cannot be adjusted or repaired.*
    5. *It requires major repair or replacement.*

    Please note: When an element, feature, or space is in *poor* condition, it is important to provide a comprehensive discussion of this evaluation; do not state that the condition is "poor" without explaining that evaluation. Also, please avoid using generic descriptors without a more specific explanation.

RECOMMENDATIONS: Please provide a *recommendation* for each element, feature or space, based on (1) the evaluation of existing conditions and (2) the significance or importance of the building and its associated features and elements. Recommended treatments should comply with, and specifically address, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* and the recommendations in the *Guidelines* (e.g., "recommendation is based on *Preservation Brief 9: The Repair of Historic Wooden Windows*…").

If an element, feature, or space has been evaluated in *good condition*, and there is no recommendation, state, "No recommendation at this time." For all others, consider the following when making a recommendation:

1. *The needs of the resource should be considered the first priority (sometimes a proposed use or treatment is contrary to the best interest of the resource).*
2. *Recommendations should discuss a specific course of action (**not**: "Repair according to the Standards").*
3. *Clearly explain and substantiate recommended treatments within the context of the selected treatment approach.*
4. *If more than one treatment is viable, discuss the pros and cons of each approach/option.*
5. *Provide sufficient information and analysis to aid in the preparation of future construction documents.*
6. *Research and provide alternative solutions when the recommendation conflicts with the guidelines for The Standards. Consult the NPS* Preservation Briefs *and* Tech Notes *for potential solutions/alternatives.*
7. *Consider the future welfare of the resource, and the practicality of maintenance, when recommending treatments.*
8. *Do not present the quickest, easiest, or most economical solution as the only recommendation.*

3.1 SITE:

- Associated Landscape Features
- Grading
- Parking
- Archaeology (Archaeological monitoring/mitigation is required by a number of state and federal regulations when any ground disturbance results from preservation activities where there is state and/or federal involvement.)

3.2 STRUCTURAL SYSTEM:

- General Structural System Description
- Foundation Systems
- Floor & Ceiling Systems
- Roof Framing System

3.3 ENVELOPE – EXTERIOR WALLS:

- Exterior Wall Construction
- Exterior Finishes
- Exterior Masonry
- Exterior Appendages—Porch, Stoop, Portico, etc.

3.4 ENVELOPE – ROOFING & WATERPROOFING:

- Roofing Systems
- Sheet Metal Flashing
- Perimeter Foundation Drainage
- Drainage System, Gutters & Downspouts
- Skylights / Cupolas

3.5 WINDOWS & DOORS:

- Doors (including Hardware, Casing/Trim, and Finishes)
- Windows (including Hardware, Casing/Trim, and Finishes)

3.6 INTERIOR FINISHES:

- Wall Finish Materials
- Ceiling Finish Materials
- Floor Finish Materials
- Trim and Built-Ins (not previously addressed in Section 3.5)

3.7 MECHANICAL SYSTEMS:

- Heating & Air-Conditioning
- Ventilation
- Water Service, Plumbing, & Sewer Utilities
- Fire Suppression—Sprinklers

3.8 ELECTRICAL SYSTEMS:

- Electrical Service & Panels
- Electrical Distribution System
- Lighting
- Fire Detection System
- Security Systems

4.0 ANALYSIS AND COMPLIANCE

In-depth code review and materials analyses may be completed for the structure. However, at a minimum, general observations on each of the following are required, and should be based on the information in Section 2.0, History and Use, and Section 3.0, Structure Condition Assessment.

4.1 HAZARDOUS MATERIALS:

- Provide observations of likely sources (e.g., lead paint, asbestos); materials testing may be recommended.

4.2 MATERIALS ANALYSIS:

- Suggest further testing as warranted for creation of specifications (i.e., paint, mortar, masonry, finishes).

4.3 ZONING CODE COMPLIANCE:

- Identify potential conflicts between zoning requirements and the proposed use(s).

4.4 BUILDING CODE COMPLIANCE:

- List the code(s) referenced. Consider alternate codes (UCBC, IEBC) and possible variances.
- Identify potential conflicts between applicable building codes and retention of historic elements, features, materials and spaces.

4.5 ACCESSIBILITY COMPLIANCE:

- Identify potential conflicts between meeting ADA Accessibility Guidelines and retaining the building's historic integrity.
- Recommendations for alterations needed to meet accessibility requirements should reflect an effort to minimize material loss and visual change to a historic building.

5.0 PRESERVATION PLAN

The Preservation Plan should take the recommended treatments prescribed in section 3.0 Structure Condition Assessment and **prioritize** the work into a logical order. This order should rank the most urgent work, such as deterioration, structural weakness, and/or life safety issues, over less urgent repairs. In the discussion provided for sections 5.1-5.3, please remember the following:

1. *All recommended treatments should be included in the Preservation Plan.*
2. *The first priority of the Preservation Plan should be to address the needs of the historic building/resource.*
3. *Programmatic needs of building owners and/or clients need to be represented as secondary priorities.*

5.1 PRIORITIZED WORK:

Recommended Treatments for elements, features, or spaces should be prioritized and identified utilizing the following terms: Critical Deficiency, Serious Deficiency, and Minor Deficiency. Criteria/guidelines for each are as follows:

- **CRITICAL DEFICIENCY:** One or more of the following indicate a critical deficiency:
  1. *Advanced deterioration has resulted in failure of the building element, feature, or space, or will result in its failure if not corrected within two years.*
  2. *Accelerated deterioration of adjacent or related building materials has occurred as a result of the feature or element's deficiency.*
  3. *The feature or element poses a threat to the health and/or safety of the user.*
  4. *The feature or element fails to meet a code/compliance requirement.*

- **SERIOUS DEFICIENCY:** One or more of the following indicate a serious deficiency:
  1. *Deterioration, if not corrected within two to five years, will result in failure of the feature or element.*
  2. *Deterioration of a feature or element, if not corrected within two to five years, may pose a threat to the health and/or safety of the user.*
  3. *Deterioration of adjacent or related building materials and/or systems will occur as a result of the deficiency of the feature or element.*

- **MINOR DEFICIENCY:** One or more of the following indicate a minor deficiency:
  1. *Standard preventive maintenance practices and building conservation methods have not been followed.*
  2. *A reduced life expectancy of affected or related building materials and/or systems will result.*
  3. *A condition exists with long-term impact beyond five years.*

5.2 PHASING PLAN:

If work is to be completed in more than one phase, propose a logical and sequential phasing plan.

- *Phased plans need to consider mobilization, seasons, sequencing, protection of building, and current uses.*

5.3 ESTIMATE OF PROBABLE COST OF CONSTRUCTION:

Dated cost estimates should reflect the current market and include a percentage cost increase to account for inflation if the project is phased or delayed. (If applicable, please include cost estimates for archaeological monitoring, hazardous materials testing, and/or abatement.)

6.0 PHOTOGRAPHS AND ILLUSTRATIONS

Historic and current photographs and illustrations should be included with the assessment to illustrate and support the information provided in the narrative. Where the photographs and illustrations are located in the report is optional (in each section, after each section, at the end of the report, etc.). Follow the guidelines below for photographs and illustrations:

1. *Provide comprehensive and "readable" (i.e., high quality and clear) photographic documentation.*
2. *Photographs and illustrations should be clearly numbered and captioned.*
3. *Provide at least one view of each elevation.*
4. *Provide clear pictures of specific conditions and deficiencies that are discussed.*
5. *In the narrative, include in-text references to the numbered photographs (for example, "Due to poor drainage, the lower portion of the column is significantly deteriorated [see photos 3, 5, and 6]").*
6. *Black and white photographs may be acceptable for the Draft HSA; please contact the Historic Preservation Specialist for specific direction. Color images must be used in the final HSA.*

7.0 BIBLIOGRAPHY

List all consulted sources. All the sources you have utilized should be listed alphabetically following a recognized bibliographic style (e.g., Chicago Manual of Style/Turabian, Modern Language Association (MLA), American Psychological Association (APA).

- Indicate if the consulted sources did, or did not, contain pertinent information.

8.0 APPENDICES

Drawings and other information should be included in the appendices

- Historical/original plans (if available) may be included.
- Schematic design, design development, construction drawings, or measured drawings (previously prepared, or prepared outside the scope of this HSA) may be also included in addition to the sketch plans provided under Section 2.2, but are not required.

CHOOSING THE APPROPRIATE TREATMENT

THE SECRETARY OF THE INTERIOR'S STANDARDS are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the resource should be saved and which can be changed. But once a treatment is selected, the Standards provide consistency to the work.

FOUR TREATMENT APPROACHES

1. **PRESERVATION** places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
2. **REHABILITATION** allows for a compatible new use for the resource but still emphasizes the retention and repair of historic materials. More latitude is provided for replacement because the treatment assumes the property has suffered more deterioration prior to work. (Both Preservation and Rehabilitation Standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)
3. **RESTORATION** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
4. **RECONSTRUCTION** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

OTHER CONSIDERATIONS: Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account the following:

- **Relative importance in history**. Is the building a nationally significant resource—a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks may warrant a different treatment approach than buildings that contribute to the significance of a historic district but are not individually listed on the National Register.
- **Physical condition.** What is the existing condition—or degree of material integrity—of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Are distinctive materials, features, and spaces essentially intact and convey the building's historical significance? Are alterations or additions necessary for a new use? These key questions play a major role in determining which treatment is selected.
- **Proposed use.** Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.
- **Mandated code requirements.** Code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Recommendations for alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should reflect an effort to minimize material loss and visual change to a historic building.

TERMS AND DEFINITIONS

AS-BUILT DRAWINGS: produced after completion of the structure showing how it was actually built by incorporating changes that were made as construction progressed. Alterations made to the structure in subsequent years should be clearly identified as later changes.

CHARACTER-DEFINING FEATURE: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, elements, objects, vegetation, spatial relationships, views, furnishings, and decorative details and materials may be such features.

CONSTRUCTION DOCUMENTS: Drawings, Plans, Technical Specifications, Addenda, Supplemental Instructions and Change Orders created by an architect that set forth in detail the requirements for the construction of the project.

DESIGN DEVELOPMENT DRAWINGS: produced to work out details, aesthetics, dimensions, and estimated probable costs for construction or manufacture. They often include detail drawings of design features.

ELEMENT: may be an architectural feature, structural component, engineering system, or a functional requirement.

EXISTING CONDITION DRAWINGS: produced to record the configuration, physical fabric, and conditions of a structure at a given point in time. They are often produced as the first step in a project.

IN-KIND: in the same manner, with the same material, or with something equal in substance creating a similar or identical visual appearance or effect.

MATERIAL: the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

PERIOD OF SIGNIFICANCE: the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for historic designation.

PRESERVATION: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a building, site, structure, or object.

RECONSTRUCTION: the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. Treatment should be based on documentary or photographic evidence.

REHABILITATION: the act or process of making possible a compatible new use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

RESEARCH DESIGN: a statement of proposed activities (identification, documentation, evaluation, investigation, or other research) that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments. The research design is specific to each project.

RESTORATION: the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

SCHEMATIC DESIGN DRAWINGS: also known as conceptual drawings, they are diagrammatic drawings of the essential elements of a design; they are not used to estimate costs.

SKETCH PLAN: site plan or building plan drawn with measurements but often not to scale, although the structure and site features should be represented in accurate proportions.

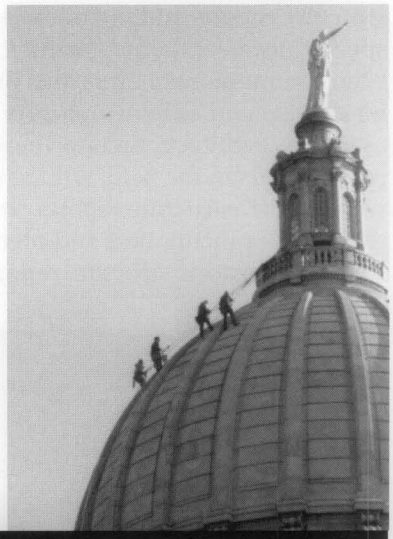
TREATMENT RECOMMENDATION: based on The Secretary of the Interior's Standards. The degree of intervention recommended depends on the existing condition of the element and its significance or importance to the property.

43 PRESERVATION BRIEFS

The Preparation and Use of Historic Structure Reports

Deborah Slaton

National Park Service
U.S. Department of the Interior
Heritage Preservation Services



A historic structure report provides documentary, graphic, and physical information about a property's history and existing condition. Broadly recognized as an effective part of preservation planning, a historic structure report also addresses management or owner goals for the use or re-use of the property. It provides a thoughtfully considered argument for selecting the most appropriate approach to treatment, *prior* to the commencement of work, and outlines a scope of recommended work. The report serves as an important guide for *all* changes made to a historic property during a project—repair, rehabilitation, or restoration—and can also provide information for maintenance procedures. Finally, it records the findings of research and investigation, as well as the processes of physical work, for future researchers.

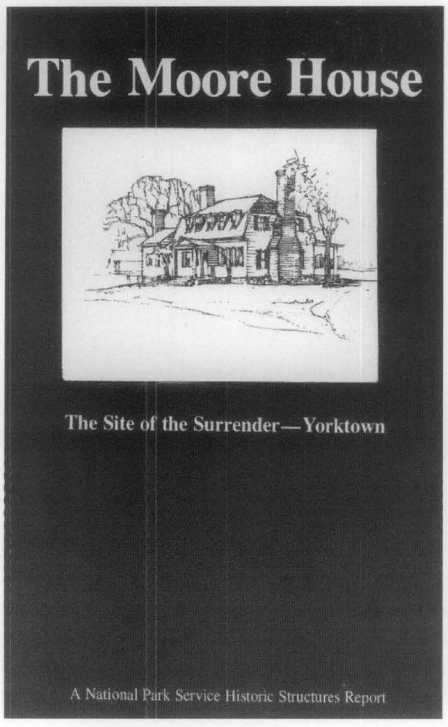


Figure 1. In the introduction to the first historic structure report in this country, Charles E. Peterson of the National Park Service wrote in 1935 "any architect who undertakes the responsibility of working over a fine old building should feel obligated to prepare a detailed report of his findings for the information of those who will come to study the structure in future years." Since then, thousands of historic structure reports (HSRs) have been prepared to help guide work on historic properties. Photo: National Parks and Conservation Association.

A historical "first." The first historic structure report prepared in the United States, *The Moore House: The Site of the Surrender—Yorktown*, was written by Charles E. Peterson of the National Park Service in the early 1930s (Fig. 1). In the decades since the Moore House report was completed, preservation specialists commissioned by owners and managers of historic properties have prepared thousands of reports of this type. Similar studies have also been used for many years as planning tools in France, Canada, Australia, and other countries, as well as in the United States. Although historic structure reports may differ in format depending upon the client, the producer of the report, the significance of the structure, treatment requirements, and budgetary and time restrictions, the essential historic preservation goal is the same.

> *Just as an art conservator would not intervene in the life of an artistic artifact before obtaining a thorough knowledge of its history, significance, and composition, so those engaged in the preservation of buildings . . . should proceed only from a basis of knowledge. Too often in the past, the cultural integrity of countless buildings . . . has been compromised by approaches to restorations grounded on personal whim, willful romanticism, and expedient notions of repair . . . . The preparation of a historic structure report is the first step in adopting a disciplined approach to the care of a historic building.*[1]

In response to the many inquires received on the subject, this Preservation Brief will explain the purpose of historic structure reports, describe their value to the preservation of significant historic properties, outline how reports are commissioned and prepared, and recommend an organizational format. The National Park Service acknowledges the variations that exist in historic

structure reports and in how these reports address the specific needs of the properties for which they have been commissioned. Thus, this Brief is written primarily for owners and administrators of historic properties, as well as architects, architectural historians, and other practitioners in the field, who have limited experience with historic structure reports. It also responds to the requests of practitioners and owners to help define the scope of a historic structure report study.

Guiding the Treatment of Significant Historic Properties

A historic structure report is generally commissioned by a property owner for an individual building and its site that has been designated as historically or architecturally significant, particularly buildings open to the public, such as state capitols, city halls, courthouses, libraries, hotels, theaters, churches, and house museums (Fig. 2). It is certainly possible, but is less common, to prepare a historic structure report for a privately owned residence.

Besides the building itself, a historic structure report may address immediate site or landscape features, as well as items that are attached to the building, such as murals, bas reliefs, decorative metalwork, wood paneling, and attached floor coverings. Non-attached items, including furniture or artwork, may be discussed in the historic structure report, but usually receive in-depth coverage in a separate report or inventory. One significant property may include multiple buildings, for example, a house, barn, and outbuildings; thus, a single historic structure report may be prepared for several related buildings and their site.

Historic structure reports can be prepared for other historic resource types as well, including bridges, canals, ships, mines, and locomotives, which are categorized as structures by the National Register of Historic Places; sculpture and monuments, which are categorized as objects; and college campuses and industrial complexes, which are categorized as districts (Fig. 3). For battlefields, gardens, designed landscapes, and cemeteries, which are categorized as sites, parallel evaluation and investigation is usually undertaken through a separate document called a cultural landscape report.

Figure 2. Historic structure reports are prepared for many types of structures with various intended uses. Examples include courthouses and state capitols still serving their historic function (upper left, Wisconsin State Capitol, Madison); significant properties that are to be rehabilitated and adaptively reused (center left, New York Merchants' Exhange, from former bank headquarters to hotel); and properties that are to be restored as house museums (lower left, Willa Cather Childhood Home, Red Cloud, Nebraska). The scope of such studies includes the interior as well as exterior of the historic structure (lower right, Stanley Field Hall, Field Museum, Chicago). Photos: upper and lower left, Wiss, Janney, Elstner Associates, Inc.; center left, Jan Hird Pokorny Associates, Inc.; lower right, McGuire Igleski & Associates, Inc.

Figure 3. The University of Vermont has more than thirty contributing buildings in four historic districts listed in the National Register of Historic Places. The Campus Master Plan recognizes a commitment to respect and maintain the historic integrity of these facilities. Historic structure reports are available for many of the University's historic structures. Photo: University of Vermont Historic Preservation Program.

A team approach. With such an array of subject matter, it is not surprising that preparation of a historic structure report is almost always a multi-disciplinary task. For a small or simple project, the project team may include only one or two specialists. For a complex project, a team may involve historians, architectural historians, archeologists, architects, structural engineers, mechanical engineers, electrical engineers, landscape architects, conservators, curators, materials scientists, building code consultants, photographers, and other specialists. The disciplines involved in a specific historic structure report reflect the key areas or issues to be addressed for the particular property. The project leader or designated principal author for the report is responsible for coordinating and integrating the information generated by the various disciplines. Designation of a principal author may depend on the goals of the historic structure report and on which disciplines are emphasized in the study.

Figure 4. For small or simple projects, the project team may include only one or two specialists while complex projects may involve a large number of investigators and specialists. For example, evaluation of this barn may primarily involve a historian, an architectural conservator, and a structural engineer. Photo: Wiss, Janney, Elstner Associates, Inc.

Value of the Historic Structure Report

The completed historic structure report is of value in many ways. It provides:

- A primary planning document for decision-making about preservation, rehabilitation, restoration, or reconstruction treatments
- Documentation to help establish significant dates or periods of construction
- A guide for budget and schedule planning for work on the historic structure
- A basis for design of recommended work
- A compilation of key information on the history, significance, and existing condition of the historic structure
- A summary of information known and conditions observed at the time of the survey
- A readily accessible reference document for owners, managers, staff, committees, and professionals working on or using the historic structure
- A tool for use in interpretation of the structure based on historical and physical evidence
- A bibliography of archival documentation relevant to the structure
- A resource for further research and investigation
- A record of completed work

Benefits for large-scale and long-term projects. In the development of any historic structure report, the scope of work and level of detail are necessarily adjusted to meet the requirements of a particular project, taking into account the property's significance, condition, intended use, and available funding. This does not mean that every significant historic property requires—or receives—a comprehensive investigation and detailed report. Some historic structure reports are of very limited scope. It may be necessary for a project to proceed without a historic structure report, either because of the cost of the report or a perceived need to expedite the work.

Most large-scale or long-term work projects would benefit greatly from the preparation of such a report—and not only from the value of the report as an efficient planning tool. (See box above.) If work proceeds without a historic structure report to guide it, it is possible that physical evidence important to understanding the history and construction of the structure may be destroyed or that inappropriate changes may be made. The preparation of a report prior to initiation of work preserves such information for future researchers. Even more importantly, prior

Figure 5. At the Hudson Opera House, a multi-arts center in Hudson, New York, the historic structure report was prepared incrementally. The first phase of the report focused on assessment and recommendations for repair of the roofing, the most critical issue in preservation of the building. Photo: Gary Schiro.

preparation of a report helps ensure that the history, significance, and condition of the property are thoroughly understood and taken into consideration in the selection of a treatment approach and development of work recommendations. One of the goals of a historic structure report is to reduce the loss of historic fabric or significance and to ensure the preservation of the historic character of the resource.

When to Prepare the Report

Optimal first phase. The historic structure report is an optimal first phase of historic preservation efforts for a significant building or structure, preceding design and implementation of preservation, rehabilitation, restoration, or reconstruction work. Information contained in the report documents existing conditions and serves as a basis for proposing physical changes. As additional information is learned relevant to the history of the building, and as work on the historic structure is implemented, the report can be amended and supplemented.

The length of time required to prepare a historic structure report and the budget established for its development will vary, depending on the complexity of the project, the extent and availability of archival documentation, and to what extent work has already been performed on the building. If the scope of a historic structure report for a simple building is limited to a brief overview of historic significance, a walk-through condition assessment, and general treatment, the study and report may be completed within a few months' time by an experienced investigator. On the other hand, a historic structure report for a larger building with numerous past alterations and substantive problems will require extensive research and on-site study by a multidisciplinary team. This type of report can often take up to two years to complete.

Determining the Scope of Work

The following questions should be answered to determine the scope of work required for the study:

- Is the building's history well understood?
- Has the period of significance been established?
- Does the building represent a variety of periods of construction, additions, and modifications, not all of which may be significant?
- What archival documentation is available?
- Does the building have physical problems that require repair? What construction materials and systems are known to exhibit distress or deterioration?
- Does the building have code or functional problems that interfere with its use?
- Is the building in use? Is a new or more intensive use planned?
- Is funding available to commission the report needed to address these requirements? If not, can the scope of the report be reduced to answer critical questions in a limited report?
- Has the time frame for the overall project been established?

Incremental preparation. If budgetary constraints preclude completing the historic structure report as one project, it can be prepared incrementally (Fig. 5). The work recommendations should not be developed or implemented prior to completion of research and investigation, except for emergency stabilization to prevent immediate failure or damage, or temporary measures to address critical health and safety issues. A partial historic structure report can be completed in preparation for anticipated work that must be initiated to preserve or protect the building. This type of report includes analysis of only those building elements and systems that may be affected by the proposed work, and involves only the specialists needed to address the types of investigation and work planned. For example, research and documentation of existing interior finishes may be required before undertaking localized structural stabilization that will require removal of interior materials.

In undertaking such work prior to the completion of a historic structure report, caution should be taken not to alter or unnecessarily remove changes to the building that had occurred over time. The completed report may conclude that such changes to the building may have acquired significance in their own right and therefore merit preservation.

Documenting past work. Sometimes a historic structure report is initiated when repair or restoration work on the historic building has already been completed. Although it is always recommended that the study be done prior to new work, in this case, the report needs

to document—as fully as possible—the condition and appearance of materials, elements, and spaces as they existed *prior* to the work performed. The extent to which this can be achieved depends on the quality of archival documentation available and physical recording undertaken prior to the completed work. The report should describe the nature and extent of the past repair or restoration work, and, if possible, should also document research performed, reasons for design decisions made, and the construction process for the work already completed on the structures.

Commissioning a Report

Commissioning a historic structure report requires answering a series of questions to establish the scope of work. (See sidebar.) The goals of the report need to be defined and the report should be designed to support planning for the future of the historic structure. This effort may involve gathering information to answer questions about what is significant about the building and site; what uses are appropriate for the building, or whether existing uses need to be modified; what known conditions require repair and whether those repairs are urgent; and what short-term and long-term goals need to be addressed. Finally the available budget for the historic structure report project should be established before a request for proposals is issued.

The procedures for preparing a historic structure report and the outline of report content and organization can serve as the basis to develop a scope of work for the study and also to solicit proposals for a report that reflects the requirements of the specific structure, and, of course, the available budget. Although the request for proposals should always establish such a scope of work, firms may be invited to suggest adjustments to the scope of work based on their past experience. The request for proposals should require a qualifications submittal from each proposer. This submittal should include resumes for the principal investigators and a description of experience in preparing historic structure reports or similar studies, as well as experience with buildings of similar type, age, and construction to the subject of the study. References and samples of work may be requested from the proposer as part of this submittal. An interview with one or more candidates is highly recommended, both so that the proposers can present their project approach and qualifications, and so that the client can ask questions in response to the submitted proposal.

How Much Will It Cost?

The cost of undertaking a historic structure report is determined by numerous factors, some of which may be unique to a particular property. Common to most projects, however, are seven factors that help determine the cost of a report:

1. The *level of significance* of the property will certainly influence the cost. That is, a property that is nationally significant would likely require a greater effort than a property that is only locally significant.

Figure 6. Historical photographs are an invaluable aid and time saver in establishing a building's original construction and evolution; in guiding the replication of missing features; and even in understanding existing material deterioration. The availability of information, such as archival photographs, surviving original architectural drawings, or HABS documentation, has a direct bearing on the cost of preparing a historic structure report. In this circa 1890 photo of the Rancho San Andrés Castro Adobe, the "lumbering up" on the south end is a character-defining feature of adobe construction, rarely seen today. Photo: Historic photograph from the Historic Structure Report for Rancho San Andrés Adobe by Edna Kimbro, State Historian, California State Parks, Monterey District.

2. The *treatment and use* for which the historic structure report information provides a basis is an important cost consideration. If the decision is reached to maintain a building in its current form, the level of effort required in preparing a historic structure report would be less than where the intended treatment is a comprehensive restoration. A change in building use likewise may increase the level of effort; for example, the additional work involved in addressing different building code provisions.

3. The *availability of information* about the historic resource has a direct bearing on costs. Some historic structures are well researched, and drawings may have been prepared to exacting standards, while others may require considerable original research and investigation to establish the evolution of the structure (Fig. 6). On occasion, a property owner's in-house staff or volunteers may undertake further research in advance of a contracted study as a way to reduce the cost of the report.

4. The *location of and access to a historic building* is a cost factor for some studies. A property in a remote mountain location can involve high travel costs relative to properties in or near an urban area. A structure requiring special techniques for exterior physical inspection would involve higher access costs than a small residential structure (Fig. 7).

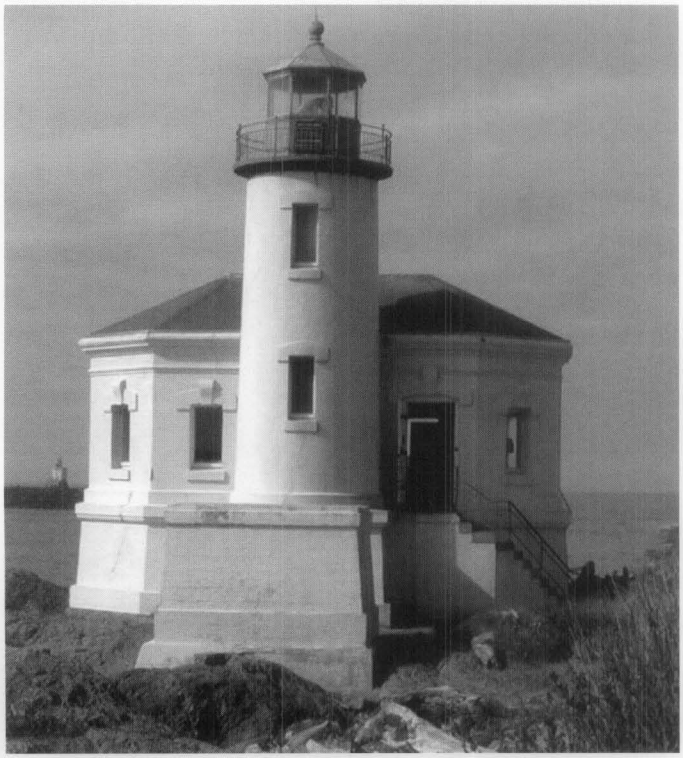


Figure 7. Numerous factors influence the cost of preparing a historic structure report including the level of significance, size, and complexity of the property; required treatment and use; existing condition; and the location and access to the structure. Historic structure reports were prepared for several small lighthouses along the Oregon coast, including the Coquille River Lighthouse, shown here. Photo: Wiss, Janney, Elstner Associates, Inc.

Collecting Information for the Report

A typical study involves:

- Preliminary walk through
- Research and review of archival documentation
- Oral histories
- An existing condition survey (including exterior and interior architectural elements, structural systems, mechanical and electrical systems, etc.)
- Measured drawings following the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*
- Record photography
- Selected materials studies (e.g., mortar analysis, finishes analysis, etc.)
- Evaluation of significance
- Discussion with the owner and users about current and future intended uses for the structure
- Selection and rationale for the most appropriate treatment approach (preservation, rehabilitation, restoration, or reconstruction)
- Development of specific work recommendations

5. The *size and architectural character* of a property affect the time required to prepare a historic structure report. A simple four-room vernacular structure would usually involve less effort than a complicated high-style courthouse with many significant spaces.

6. The *physical condition of the structure* and also the *extent of physical fabric that is accessible for study* will be cost determinants as well. Obviously, a property in good condition is usually less problematic than one in a deteriorated state. For a structure that was continuously occupied and where alterations cover earlier fabric, the opportunity to extract information from physical fabric dating to early periods may be limited without extensive removals that are usually beyond the scope of the historic structure report study. Even where buildings are vacant, there are instances where certain physical investigations may need to be limited because of the destructive impact that will occur to historic fabric.

7. The *type of final report* that is required can significantly affect the cost of the project, but is an area where costs can readily be controlled. Historic structure reports do not necessarily need to be professionally bound and printed. In-house desktop publishing has become commonplace, and a formal work product can often be obtained without excessive costs. Overly sophisticated printing and binding efforts represent a misplaced funding allocation for most historic

properties. There are distinct advantages to having a report prepared in an appropriate electronic form, thus reducing the number of hard copies and facilitating future updates and additions to the report. For most properties where historic structure reports are prepared, ten or so hard copies should suffice. Providing one copy of the report in a three-ring binder is a helpful and inexpensive way to furnish the owner with a "working" copy of the document.

Suggested steps for collecting information prior to configuring the data into the actual report are as follows:

Preliminary walk through. A preliminary walk through of the building and its site with the owner or site manager, appropriate building staff representatives, and key members of the historic structure report team is important to review the project scope of work. During the walk through, a brief review of existing conditions can be performed to highlight user concerns and gather information about distress and deterioration observed. Building staff may also be able to provide information on recent repairs, current maintenance procedures, and specific areas of active deterioration. A brief review of existing documentation available on site is also useful. Site personnel may be able to recommend additional archival resources.

Historical research. Archival research should be directed toward gathering information on the building's history, original construction and later modifications, occupancies, and uses over time (Fig. 8). Research for the report is not intended to produce a large compendium of historical and genealogical material, but rather selected information necessary to understand the evolution of the structure, its significance, and justification for the treatment selected. For significant sites where other types of studies such as archeological investigations or a cultural landscape report have been completed or are underway, coordination is required to ensure that research information is shared and that the research effort is not duplicated.

If a National Register nomination or other inventory has already been completed for the building and its site, the bibliography of that document may suggest possible sources for further research. In addition, a completed National Register nomination can serve as a starting point for development of the historic structure report sections on history and significance, and can be included in the appendix of the report.

Public and university libraries, and state and local historical societies, are likely sources of relevant materials. Municipal records collections often contain deed and building permit information that is useful in developing a chronology of ownership and construction. Architectural, engineering, and construction documents, shop drawings, repair documents, and maintenance records are valuable sources of information. The original

Figure 8. Historical research is directed toward gathering information on a structure's history, original construction and later modifications, occupancies, and uses over time. Research may range from national repositories such as the Library of Congress to local collections or private family records. Old newspapers, architectural journals, and even manufacturing trade catalogs can be surprising sources of historical accounts and illustrations. This circa 1902 photograph of New York's Flatiron Building is of the construction in progress; such photographs are useful in understanding building chronology as well as concealed conditions of as-built construction such as building framing. Photo: Library of Congress, LC-D401-14278. The interior photograph of the former Bemir Drug Store in Rochester, New York, showcases a rubber tile floor as illustrated in a 1925 publication by the United States Rubber Company.

drawings and specifications, if extant, may be kept at the archives of the historic building but may also have been retained by the firm that designed the building or successor firms. Building records and other archival documentation may have remained with the structure or site, with previous owners, or with related properties.

Historic photographs are invaluable in developing a chronology of building changes and in determining the character and detailing of missing elements (Fig 9). Photographs in private collections, not intended as formal documentation, can often be useful. For example, family photographs taken outdoors can document a building that appears in the background. Renderings and paintings can also be useful, but these images must be carefully analyzed and compared with other information to ensure accurate interpretation. Correspondence and oral histories can be important additions to the overall information, but may be unreliable and should be confirmed, when possible, by comparison with photographic documentation and physical evidence.

Fire insurance maps, such as Sanborn maps, can provide information on type of construction materials. When maps from different years are available, these can be useful in developing a chronology of additions and other changes to the structure.

Existing condition survey. A survey is performed to document physical spaces and elements, and to assess the current condition of building materials and systems. In conjunction with historical research, the condition survey helps determine the historic integrity of a structure. The survey and inspection should address the building's exterior and interior materials, features and finishes; structural systems; interior spaces; mechanical, electrical, and plumbing systems; and fire detection and security systems. Further study may be required such as non-intrusive or intrusive investigation, field testing, sample removal, and laboratory testing and analysis of materials.

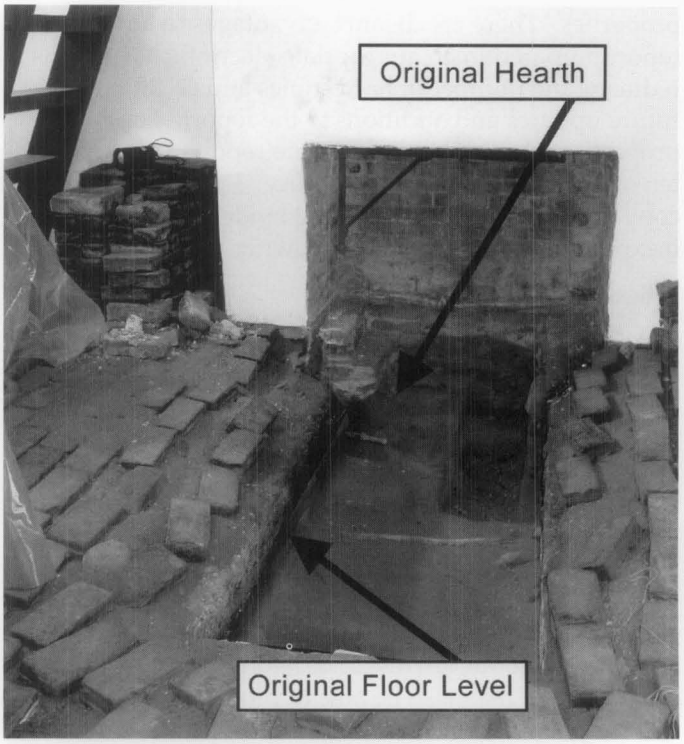


Figure 10. Archeological studies may be valuable in uncovering important evidence of changes to a historic structure. Following historical research and after several archeological soil probes, a decision was made to excavate an area in front of a mid-nineteenth century fireplace, revealing the original dirt floor and hearth undetected by earlier restoration efforts. Photo: Kaaren Staveteig, National Park Service.

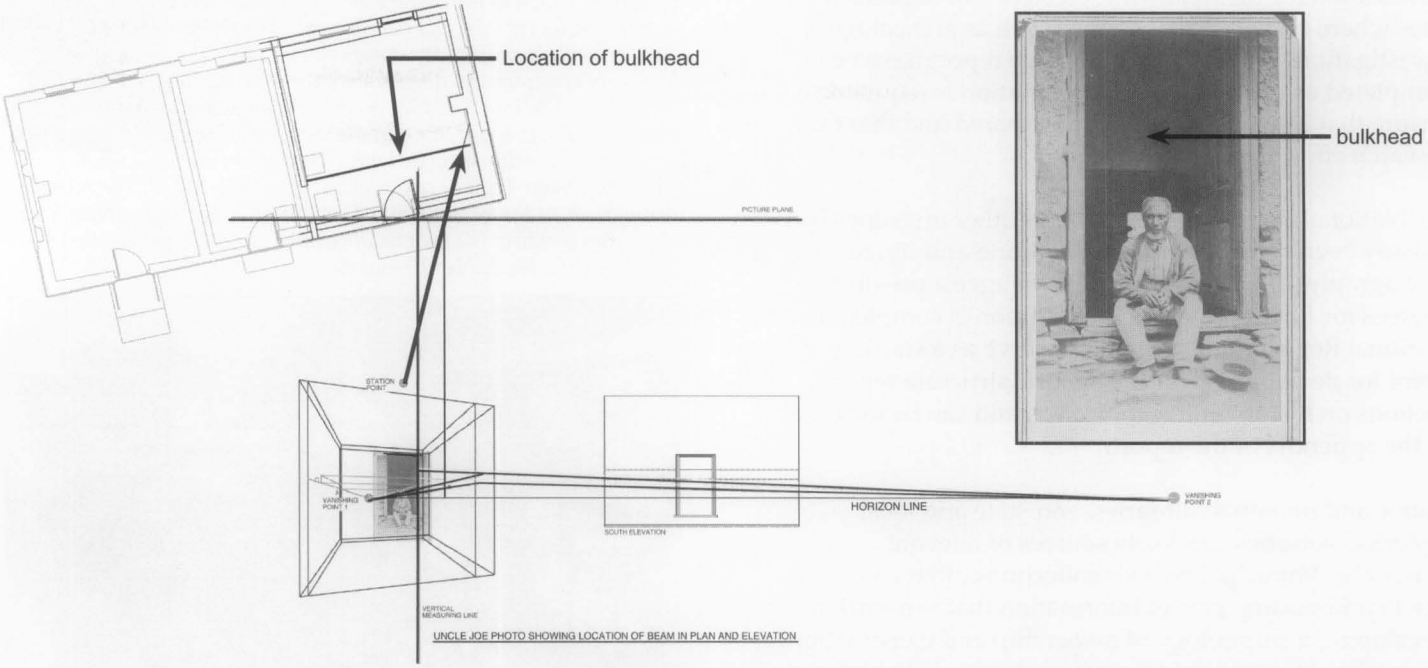


Figure 9. A CADD perspective analysis facilitated study of the location of a long removed interior bulkhead wall. The bulkhead appears in a historic exterior photograph of a man seated in the door entrance to a mid-nineteenth century plantation dependency. Drawing: John Volz & Associates, Inc.; historic photo: National Park Service files.

Archeological investigations can provide information on the locations of building foundations and other sub-grade building elements, and can also assist in developing information on the function of adjacent site areas, building elements, and previously unfinished floor spaces (Fig. 10). The survey may also address the immediate site landscape, if this is not covered in a separate cultural landscape report.

Information gathered during the survey can be documented with field notes on baseline drawings consisting of field sketches or measured drawings. In addition, documentation can include photographs (35-mm, large format, digital, perspective-corrected, and scale-rectified photographs; photogrammetry; and laser techniques), sketches and measured drawings, computer-aided design and drafting (CADD), video records, and written notes and field measurements. Depending upon project requirements, documentation may need to be prepared to archival standards regarding paper, photographs and negatives, electronic records, and backup data.

Measured drawings and record photography. The collection of the Historic American Building Survey/ Historic American Engineering Record (HABS/HAER) archive at the Library of Congress should be searched in case the property has been previously documented through drawings and photographs. While many historic properties have been documented since the start of this invaluable collection in the 1930s, it is still more likely that this type of documentation does not exist for a property for which a historic structure report is being undertaken. Preparation of such documentation to portray the current condition of a property can be an invaluable addition to the historic structure report. Besides serving as a documentary record of a structure, the recording documents can serve another purpose such as an easement document, information for catastrophic loss protection, interpretive drawings, or baseline drawings for proposed work. If undertaken as part of the current building study, the measured drawings and record photography should follow the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.*

Materials investigation and testing. Field examination and testing of building material may include non-destructive (non-intrusive) or, where necessary, destructive (intrusive) examination and/or testing of materials, components, and systems (Fig. 11). Examples of non-destructive methods of field examination and testing include field microscopy, the use of a metal detector to locate concealed metal elements, and X-ray techniques to assess concealed conditions. Some examples of destructive methods of field examination and testing include structural testing, strain relief testing, and inspection openings (probes). Instruments such as a borescope, through which concealed conditions can be viewed through a small hole, permit

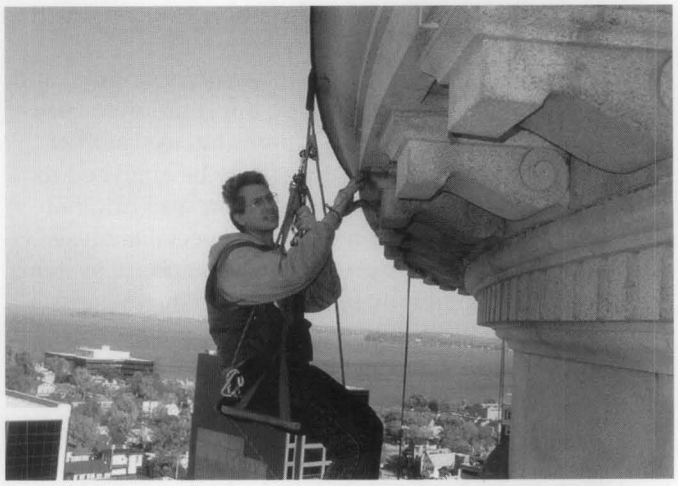
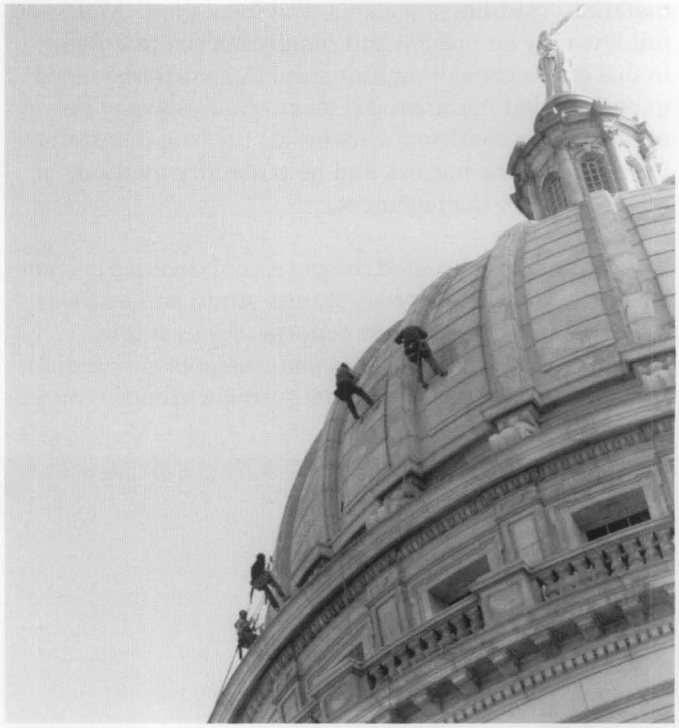


Figure 11. The use of special access methods may be necessary for close-up investigation of building elements. At the Wisconsin State Capitol, project architects and engineers used rappelling techniques. Photo: Wiss, Janney, Elstner Associates, Inc.



enhanced examination while limiting damage to the existing building fabric.

Depending upon existing conditions and the results of the site inspection, field monitoring may be required. Field monitoring can include humidity and temperature monitoring, documentation of structural movement and vibrations, light level monitoring, and other environmental monitoring.

In addition, materials samples may be removed for laboratory studies. A wide range of laboratory testing may be appropriate to establish the composition of various construction materials, determine causes of deterioration, and identify and assess appropriate conservation and repair measures (Fig. 12). Materials analysis may also be helpful in dating changes to the

structure and in developing a chronology of construction (Fig. 13). For example, mortar analysis may be performed to determine the composition of original and repointing mortars and to provide information for use in designing a mortar mix for repointing. As another example, paint and other coatings may be analyzed to determine finish types and composition, and original and subsequent color schemes, using special analysis techniques and comparison with color standard systems. Samples should generally be returned to the owner and retained in case future testing is required. In some cases, it may be appropriate to reinstall the samples after materials studies have been completed.

Sample removal and analysis may also be required to identify hazardous materials, which are present in many historic buildings. For example, lead and other heavy metals are components of many older paints and coatings, and asbestos is a constituent of some roofing materials, claddings, sealants, and insulation. Mold and mildew may be present and require special treatment; in this case a consulting industrial hygienist may need to be included in the project team. Analysis may be performed to confirm the materials present, determine the nature of the hazard, and help identify methods of remediation or management.

As buildings constructed during recent decades become "historic," newer materials require study and analysis as part of historic structure reports. For example, curtain wall components and joint sealants may require analysis to determine their composition, identify causes

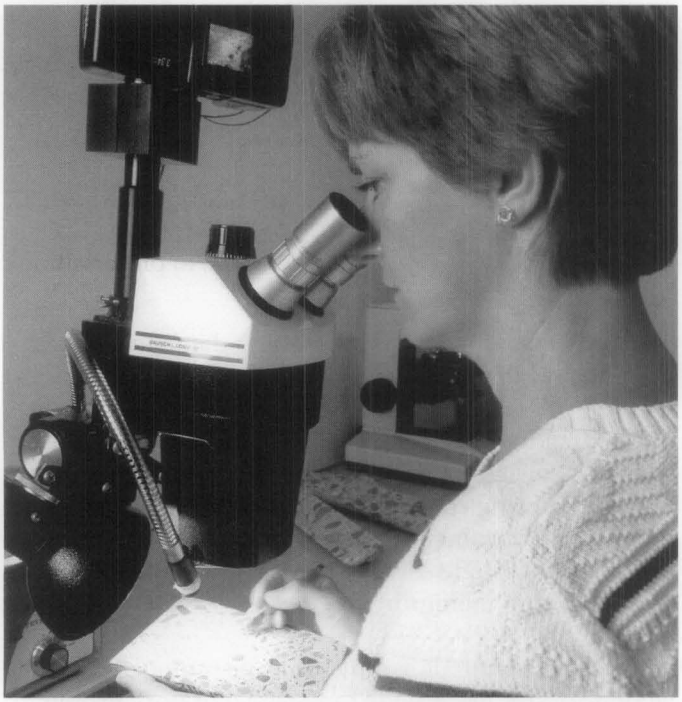


Figure 12. Field and laboratory studies of construction materials may be performed as part of a historic structure report. Laboratory studies of samples removed from the building may include a range of chemical and physical testing and evaluation. Here, a petrographer uses a stereomicroscope to examine concrete specimens. Photo: Wiss, Janney, Elstner Associates, Inc.

Figure 13. Paint studies may not only help establish the chronology of paints and paint colors used on a building but also may aid in the dating of existing architectural features. Examination of the paint layers on these modillions utilizing a hand-held microscope enabled an investigating team to confirm in the field which modillions were original and which were later replacements. Photo: Charles Fisher, National Park Service.

of deterioration, and select appropriate replacement sealants. Composite materials and plastics, present in post-World War II buildings, may also require special effort to determine repair techniques or appropriate materials for replacement.

All of the information gathered during the physical investigation, and through field testing and laboratory analysis, should be documented in field notes, sketches, photographs, and test reports. This information is incorporated in the historic structure report and provides a basis for the development of treatment recommendations.

Evaluation of significance. The process of evaluation occurs throughout the study of the historic structure as information is gathered, compared, and reviewed. Historical data and physical evidence are reviewed to help evaluate the historical, architectural, engineering, and cultural significance of the property, its construction and use, and occupants or other persons associated with its history and development. This evaluation includes determination of the period(s) of primary significance. An overview of the building's history and an assessment of its significance are included in the report.

Depending on the historical significance of the property, and whether a detailed history has already been written,

The Secretary of the Interior provides four distinct but interrelated approaches to the treatment of historic properties.

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

Restoration is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods.

Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

a brief or more detailed history may be appropriate. A chronology of construction and changes to the building, developed through historic and physical research, is an effective approach to identifying original building elements, as well as modifications that have occurred over time. If a comprehensive National Register nomination or other inventory has been prepared, the significance may already be defined. In other cases, the significance of a building and even its treatment may have been established through authorizing legislation or through the charter of an organization or foundation that owns the historic property. Where appropriate, however, the building's significance should be re-evaluated in light of research performed for the historic structure report.

The results of the research, investigation, and field and laboratory testing are reviewed as a basis for developing specific work recommendations. The history and significance of the building and its site are evaluated to understand what spaces, elements, and finishes are of architectural or historical importance, and to confirm the overall project goals and treatment direction. The physical condition of the building and its systems is evaluated with regard to existing deterioration and distress, and needed repairs, as well as changes required to meet treatment goals. Attention is given to identification of life safety issues and code considerations. Conditions are also identified that could lead to future safety risks, loss of historic fabric, or loss of performance.

Selection of a treatment approach. Once the building's history, significance, and physical condition have been researched and investigated, an appropriate treatment is usually selected (Fig. 14). Depending upon the intended use of a property, funding prospects, and the findings of the investigation, it may be necessary in some cases to identify and discuss an alternate treatment as well. For example, a building currently occupied by caretakers that is a candidate for restoration and use as a museum may require such ambitious funding support that, for the foreseeable future, a more practical treatment could be to preserve the building and retain the caretakers. In this case, the treatment recommendation would be to restore the property and project work relevant to the restoration would be described. However, the alternate treatment (in this instance an interim one) of preserving the building in its current form would also be described, including discussion of work appropriate to preservation such as repairing the existing roof and installing a monitored fire detection system.

Figure 14. The treatment approach selected for a building usually is determined by the intended use of a property, funding prospects, and the findings of an investigation. The Wolf Creek Inn, operated by the Oregon Parks and Recreation Department, is among the most intact and oldest active travelers' inns in Oregon. The historic structure report outlined a rehabilitation treatment which included such work recommendations as repairs to specific historic fabric, landscape restoration and site improvements, and upgrading of the building's mechanical and electrical systems. Photo: Historic American Building Survey, 1934.

In selecting an appropriate treatment, the Secretary of the Interior's Standards for the Treatment of Historic Properties can be particularly helpful. (See sidebar.) In use for more than twenty-five years, the Standards are a widely accepted means of planning for and undertaking project work in a manner that preserves historic materials and elements. The Secretary's Standards have been adopted by many state and local review

entities for review of work proposals on historic structures.

The Standards and their accompanying Guidelines describe four different options for treatment and list recommended techniques for exterior and interior work consistent with each option. One treatment (preservation, rehabilitation, restoration, or reconstruction) is usually selected and followed throughout the course of a project involving a particular building. Application of a single treatment approach helps to avoid inappropriate combinations of work, such as restoring a building's appearance to an earlier time in history while simultaneously constructing a new addition.

Figure 15. The historic structure report for the Hotel Florence, shown here in 1886 (upper), 1963 (center), and 2004 (lower) views, provided a basis for stabilization and repair work which has been completed. Initial phases of work addressed preservation of the building envelope, structural repairs, and limited mechanical and electrical improvements. The report also provided recommendations for future rehabilitation work that will be implemented in phases as funding becomes available. Photos: upper and center, Historic American Building Survey; lower, Wiss, Janney, Elstner Associates, Inc.

Development of work recommendations. The work recommendations are a central feature of the report. They are developed only after the research and investigation has been completed and the overall project goal established as to whether a particular building should be preserved, rehabilitated, restored, or reconstructed. The specific work recommendations need to be consistent with the selected treatment. If analysis performed during the study suggests that the approach or use initially proposed would adversely affect the materials, character, and significance of the historic building, then an alternate approach with a different scope of work or different use may need to be developed. The process of developing work recommendations also needs to take into account applicable laws, regulations, codes, and functional requirements with specific attention to life safety, fire protection, energy conservation, abatement of hazardous materials, and accessibility for persons with disabilities.

In addition to project goals, the proposed work is also guided by the building's condition. The scope of recommended work may range from minor repairs to structural stabilization to extensive restoration. In addition, the scope of work may be very narrow (e.g., priming and painting of woodwork and repair of deteriorated roof flashings), or very extensive (e.g., stabilization of timber framing or major repair and repointing of exterior masonry walls). The result of implementing (or not implementing) the recommended work needs to be considered as the recommendations are developed.

Of course, the available project budget is also a factor in determining the extent of recommended work and whether it must be accomplished in several phases or projects. Whether or not available budget is the primary factor in determining the extent of work that can be performed, it is often useful to prioritize recommended work items. The recommended tasks can be examined in terms of relative importance and the time required for implementation. Prioritizing repairs can be critical where immediate or short-term work is needed to stabilize a building or structure, eliminate safety hazards, make the building weather tight, and protect it against further deterioration (Fig. 15).

Appropriate procedures for undertaking the recommended work items are described in the historic structure report and are intended to serve as a basis for planning the repair, rehabilitation, or restoration design. The level of detail to which the work items are defined should be limited in the historic structure report, as these

recommendations serve as the foundation for, rather than in place of, design and construction documents for the work. For example, baseline drawings annotated with existing condition notes can later serve as a starting place for development of construction drawings. Outline procedures provided in the report for recommended work items can be used later to develop specifications for the work. Finally, a general opinion of probable costs associated with the recommended work is often prepared. A cost estimate is useful to building owners and managers in budget planning and also assists in prioritizing the work. For large or complex projects, the services of a professional cost estimator may be helpful in this effort.

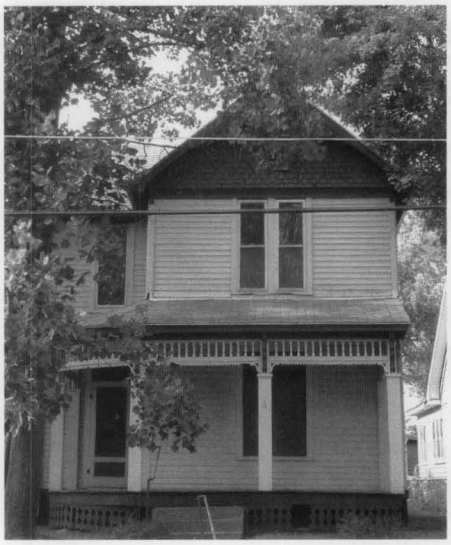
Report Preparation. Upon completion of the research, physical investigation, evaluation, and work recommendations, the historic structure report is compiled. The principal investigator may submit an outline of the report for owner review at the beginning of the report preparation. A draft report may also be submitted for review when the report is partially complete, especially if there are many new research findings, significant physical distress conditions to be addressed, or complicated choices to be made in determining the treatment.

The report should be prepared in a style and format that is readily accessible and user-friendly; however, it is not essential that a standardized method or format be followed for all historic structure reports. The report can be primarily narrative or graphic, but is most typically a combination of these formats. Ease and economy of report preparation should be considered but should not take precedence over clarity and thoroughness of documentation.

Meetings and presentations. In addition to meetings with site personnel early in the study process, it is helpful for the project team to meet at key points during the research, investigation, and development of the historic structure report. For example, it is useful for the project team members performing archival research to meet with site personnel to review documents and findings, and to help ensure that important archival sources have not been overlooked. Project team members may also walk through the building with site personnel during the investigation phase to review and discuss existing conditions and possible recommendation approaches. When the report is in draft form, a meeting of the project team with those personnel who will be reviewing and using the report is useful to discuss overall goals, treatments, and recommendations as these are being developed. Finally, when the study is complete, a presentation of the completed study by the project team helps to familiarize the owner and building personnel with the report, highlight key issues, answer questions, and provide a transition to the use of the report as a working document by the building's caretakers.

Report Organization

The scope of the study—historical research, condition survey, investigation and testing, evaluation, selection of appropriate treatment, and development of specific work recommendations—generates a wealth of information about the history and condition of the building and the specific work needed to preserve, rehabilitate, restore, or reconstruct it. This information is typically a combination of historical and technical data obtained by different members of the project team and presented as an integrated report in text, photographs, drawings, and tables (Fig.16). The project leader or principal author must guide the development of the report so that key issues are addressed, information is



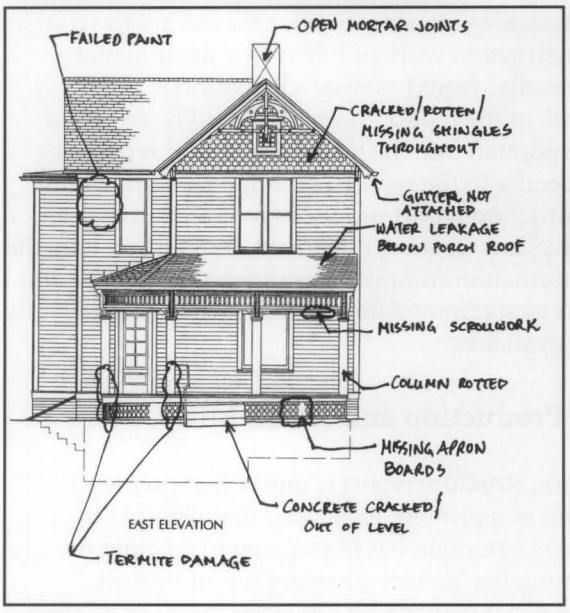


Figure 16. The historic structure report for the Noland House in Independence, Missouri, a vernacular house that is significant as part of the context of Harry S Truman's life and family in Independence, Missouri, includes photographs and measured drawings to record existing features and conditions of the building. The measured drawings will also provide a basis for construction documents for future preservation work. This photograph and drawing illustrate the front elevation of the house. Photo and drawing: Bahr Vermeer Haecker Architects.

documented and assimilated in the report findings and discussion, recommendations are clearly presented, and no information is lost or misinterpreted in the compilation process.

In order to integrate the many pieces of information into a coherent and comprehensive whole, the historic structure report is generally organized into two principal sections preceded by a brief introduction that summarizes overall findings and recommendations and provides project administrative data. The main sections of the report consist of (1) a narrative that documents the evolution of the building, its physical description, existing condition, and an evaluation of significance; and (2) a discussion of historic preservation objectives, together with recommendations for an overall treatment approach and for specific work. The report is usually supplemented with footnotes or endnotes, bibliography, and appendices of historical documentation and technical data.

It is highly recommended that a post project record of all work performed later be added as a supplement to the historic structure report. This record may consist of annotated drawings, photographs, and other documentation of the work performed. Site personnel may help coordinate this supplement or record if the principal author of the report is not involved in the later construction phase. Some organizations and government agencies consider the post project record to be a third part of a historic structure report and not just a supplement.

When physical evidence is discovered during the course of the construction work or when new documentary evidence is discovered as research continues after completion of the report, this also should be recorded and incorporated into the historic structure report or in an appendix to the report. An important goal of the historic structure report process is to maintain the report as an active and working document, both to facilitate the use of information compiled in the report and to permit the report to accommodate new information readily as it becomes available.

Report Production and Availability

The historic structure report is most often prepared in the form of a printed, illustrated manuscript. In recent years, attention has been given to creating or transforming the historic structure report into an electronic document as well. In electronic format, the report can easily be shared with interested parties and is readily updated.

However, because historic structure reports are still mostly produced in printed format (although sometimes concurrently with an electronic document), it is important that, after production, one or more copies be provided to the property owner and also made available to the project team. As the basis for design and construction documents, the historic structure report needs to be readily available and extensively used during implementation of the work. At least one site copy should be maintained in a physical format that can be readily updated, such as a three-ring notebook to which additional documentation can easily be added. Field documentation materials, including photographs and negatives, measured field drawings, condition reports and surveys, materials test reports, and other information gathered during the study can be stored in an archive by the building owner for future reference.

An archival copy should also be provided to the owner, and a minimum of one archival copy kept at the project site and at an appropriate local or regional archive, such as a state historical library. Copies of the historic structure report may also be provided to a local historical organization or university and the state historic preservation agency or historical society. In addition, a copy may be given to the National Trust for Historic Preservation Library at the University of Maryland at College Park, which has established a reference collection of historic structure reports.

Summary

Various agencies and organizations have employed historic structure reports as planning tools for many years, for example, the National Park Service, General Services Administration, New York State Office of Parks, Recreation and Historic Preservation, and the Society for the Preservation of New England Antiquities. These and other agencies and organizations may have specific requirements and procedures for reports prepared for properties under their stewardship that differ from those described in this Preservation Brief. All historic structure reports, however, share a common goal—the careful documentation and appropriate treatment of significant historic structures.

The historic structure report is an optimal first phase of historic preservation efforts for a significant building, preceding design and implementation of its preservation, rehabilitation, restoration, or reconstruction. If work proceeds without a historic structure report as a guide, physical evidence important to understanding the history and construction of the building may be destroyed. The preparation of a report prior to initiation of work provides documentation for future researchers. Even more importantly, prior preparation of a report helps ensure that the history, significance, and condition of the property are thoroughly understood and taken into consideration in the selection of an appropriate treatment and in the development of work recommendations. A well prepared historic structure report is an invaluable preservation guide.

Content and Organization of Report

Cover Page
Table of Contents
Introduction
    Study Summary
    Project Data
Part 1 - Developmental History
    Historical Background and Context
    Chronology of Development and Use
    Physical Description
    Evaluation of Significance
    Condition Assessment
Part 2 - Treatment and Work Recommendations
    Historic Preservation Objectives
    Requirements for Work
    Work Recommendations and Alternatives
Bibliography
Appendices
Supplemental Record of Work Performed
(section often added later)
    Completion Report
    Technical Data (on work completed)

Introduction. This section includes a concise account of research and investigation findings and recommendations for treatment and use, and a record of project administrative data.

- *Study Summary* - a brief statement of the purpose, findings, and recommendations of the study, including major research findings, key issues addressed by the study, and a summary of recommendations for treatment and use.
- *Project Data* - a summary of project administrative data (e.g., location, ownership, and landmark status of property) and the methodology and project participants.

Part 1 Developmental History. This section consists of a narrative report based on historical research and physical examination documenting the evolution of the building, its current condition and causes of deterioration, and its significance.

- *Historical Background and Context* - a brief history of the building and its context, its designers and builders, and persons associated with its history and development.
- *Chronology of Development and Use* - a description of original construction, modifications, and uses, based on historical documentation and physical evidence.
- *Physical Description* - a description of elements, materials, and spaces of the building, including significant and non-significant features of the building.
- *Evaluation of Significance* - a discussion of significant features, original and non-original materials and elements, and identification of the period(s) of significance (if appropriate).
- *Condition Assessment* - a description of the condition of building materials, elements, and systems and causes of deterioration, and discussion of materials testing and analysis (if performed as part of this study).

Part 2 Treatment and Work Recommendations. This section presents the historic preservation objective and selected treatment (preservation, rehabilitation, restoration, or reconstruction), requirements for work, and recommended work that corresponds with the defined treatment goal.

- *Historic Preservation Objectives* - a description and rationale for the recommended treatment and how it meets the project goals for use of the building, e.g., rehabilitation for a new use, restoration for interpretive purposes, etc.
- *Requirements for Work* - an outline of the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g., life safety, fire protection, energy conservation, hazardous materials abatement, and handicapped accessibility).
- *Work Recommendations and Alternatives* - a presentation of tasks recommended to realize the proposed treatment approach; evaluation of proposed solutions; and description of specific recommendations for work, including alternate solutions, if appropriate.

Notes, Bibliography and Appendices

- Footnotes or endnotes
- Bibliography, annotated if possible
- List of sources of information (e.g., archives, photograph collections)
- Appendices (e.g., figures, tables, drawings, historic and current photographs, reference documents, materials analysis reports, etc.)
- Index (if the report is particularly long or complex)

Supplemental Record of Work Performed. This section documents work performed, which may include planning studies, technical studies such as laboratory testing or structural analysis, or other investigation work that was not part of the scope of the original historic structure report, and records physical work on the building (construction documents, annotated drawings, photographs). The section is usually added later to update the report, as most historic structure reports are issued prior to implementation of the recommended treatment approach and specific work. It is sometimes referred to as Part 3 of the report.

- *Completion Report* - a record of the work accomplished, physical evidence discovered during construction, and how findings affect interpretation of the building.
- *Technical Data* - a collection of field reports, material data sheets, field notes, correspondence, and construction documents.

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[1] From the introduction to the *University of Virginia, Pavilion 1, Historic Structure Report*, Mesick Cohen Waite Hall Architects, 1988.

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City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: HPC Mission Statement

Date: **May 18, 2015**

At the March meeting, the Historic Preservation Commission expressed interest in creating a mission statement for the Commission. Staff reached out to other Certified Local Governments in Colorado and received the attached list of mission statements. Staff also asked other City of Louisville Boards and Commissions for their mission statements. These local mission statements are also attached.

The following draft HPC mission statement was written by Commissioner Echohawk for review and discussion:

It is the mission of the Louisville Historic Preservation Commission to preserve the historical and architectural heritage of our Town for future generations and to administer the historic preservation fund as incentive for property owners to participate in the sound stewardship of our historic properties.

The following draft HPC mission statement was written by Commissioner Fahey for review and discussion:

Protect, preserve and promote Louisville's historic, architectural, and cultural heritage while administering our Historic Preservation Fund.

CLG Mission Statements (4/6/2015)

Alamosa:

This board nominates local properties for the Historic Registry, provides information regarding preservation, renovation and rehabilitation of landmarks, including nomination to the National Register of Historic Places, and advises City Council on preserving Alamosa's historic character.

Aurora:

The City of Aurora Historic Preservation Commission was established by Chapter 8, Article XXIII, 1985 Aurora Code. Its mission is to administer and enforce provisions of the Code. The purpose of Section 146-1997, Division 9, Article XVII 1997 Aurora Code is to establish historic areas and landmarks for the educational, cultural and economic benefits of Aurora citizens.

Breckenridge:

The Town of Breckenridge protects, maintains, and enhances our sense of community, historical heritage, and alpine environment. We provide leadership and encourage citizen involvement.

Brighton:

It is the mission of the Brighton Historic Preservation Commission to oversee the protection, enhancement and perpetuation of historic sites and structures in the City of Brighton and to encourage and promote a general interest in Brighton history.

Glenwood Springs:

The mission of the Historic Preservation Commission is to identify, preserve, develop, and promote Glenwood Springs' architectural, historical and cultural heritage, and to assist the community in maintaining this connection.

Greeley:

The mission of the Greeley Historic Preservation Commission is to identify, preserve and enhance Greeley's historic resources. Through research, educational programs and economic incentives, the Commission will building up on public enthusiasm for the protection of the unique character of the community's past and present for the future.

Park County:

The Park County Office of Historic Preservation promotes the public health, safety, and welfare by identifying, protecting, and preserving Park County's historic and cultural resources, increasing public appreciation of the area's diverse past, and encouraging heritage tourism.

City of Louisville Mission Statements:

Golf Course

Celebrating Louisville's mining history, Coal Creek Golf Course encircles a nature preserve with stunning vistas to elevate the quality of life for a community featuring diverse year-round recreational interests centered on an exciting golf experience to individuals of varied ability on a foundation that is financially self-sustaining

Cultural Council

Louisville Cultural Council is a non-profit organization, established for the primary purpose of advancing art, music, theater, dance, zoology, botany, natural history and cultural history in the City of Louisville.

Louisville Historical Commission

The mission of the Louisville Historical Commission is to advise City Council in the development and use of the Louisville Historical Museum and to promote public awareness of the history of Louisville, Colorado and its surrounding community, with an emphasis on the coal-mining era, 1877-1955. The Commission establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

Louisville Historical Museum

The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past.

Louisville History Foundation, Inc.

The mission of the Louisville History Foundation, Inc. is to stimulate broad-based support for local history and the Louisville Historical Museum and to encourage the development of the Museum through fundraising, advocacy, and education.

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Demolition Update – 116 Aline Street

Date: **May 18, 2015**

On April 23, 2015 Planning Staff and two subcommittee members of the HPC reviewed a request to replace the windows at 116 Aline Street.

116 Aline Street

After deliberation, the HPC subcommittee decided to release because the window replacement is like-for-like and will have minimal impact on the integrity of the structure.

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Demolition Update – 536 Main Street

Date: **May 18, 2015**

On May 8, 2015 Planning Staff and two subcommittee members of the HPC reviewed a request to demolish the garage at 536 Main Street.

536 Main Street - Garage

After deliberation, the HPC subcommittee decided to release the permit because the associated home was demolished in 2005. There is insufficient evidence for architectural and social significance of the remaining garage.

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MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Demolition Update – 641 Main Street

Date: **May 18, 2015**

On May 7, 2015 Planning Staff and two subcommittee members of the HPC reviewed a request to add a rear addition, replace the front door, and add signage to 641 Main Street.

641 Main Street - Door

After deliberation, the HPC subcommittee decided to release the permit because the project has been designed so the addition would have minimal impact on the existing historic structure. Also, the existing door is not historic.

Preservation Master Plan Schedule and Other HPC Related Events

- HPC Meeting – May 18th, 7pm, Council Chambers
- City Council Endorse PMP Goals – May 19th, 7pm, Council Chambers
- "The Homes of Our Families: Connecting with the Homes of Ancestors and Leaving a Record for Future Generations" – May 20th, 7pm, Library Meeting Room
- Boulder County Preservation Forum – May 22nd, 1-4pm, Center for the Arts
- Louisville Local Landmark Ceremony – May 30th
  10am – 1245 Grant Avenue
  10:30am – 1101 Grant Avenue
  11am – 740 Front Street
- HPC Meeting – PMP Draft Recommendation – June 15th, 7pm, Council Chambers
- PMP Draft Plan Feedback
  Sustainability Advisory Board - June 17th
  Historic Commission - July 1st
  Open Space Advisory Board - July 8th
  Planning Commission - July 9th
  Louisville Revitalization - July 13th
- HPC Final PMP Draft Recommendation – July 20th, 7pm, Council Chambers
- Joint City Council / HPC Study Session – July 21st, 7pm, Library Meeting Room
- City Council PMP Adoption – August 4th, 7pm, Council Chambers

HPC Booth at Farmer's Market – June 20th, July 18th, August 15th, September 19th